

# Your Office Moving Checklist

Preparing to move a business can be a very complicated and stressful process. With over 65 years of experience, Corovan has developed successful strategies to move thousands of businesses like yours. Our experts are here to help!



Here is a quick checklist to get you started:

- Determine a timeframe and moving schedule.
- Set up a communications plan to let customers, suppliers, and other pertinent parties know about the move.
- Make a list of tasks and assign tasks to individuals.
- If moving a larger company, set-up a moving committee to help organize the move and to keep the move on track.
- Inform employees and get them involved; make sure they know their roles and what is expected of them.
- Determine the new office set up and look; make sure you know ahead of time where offices will be located and where equipment needs to be installed.
- Get quotes from moving companies, check references, and book movers.
- Contact current service providers to inform them of the move; make sure that new providers are aware of installation dates, including telephone lines, fax, hydro, Internet access, postal service, couriers, etc.
- If you require special technical assistance to move and install equipment such as a photocopier, computer network, or specialty telephone service, make sure you book this well in advance so that the service is up and running on your move-in date.
- Create a packing schedule; determine what can be packed in advance and what areas are packed last.
- Corovan provides auto-bottom boxes that are easy to assemble, as well as sturdy plastic crates to help you complete greener moves.
- Provide packing instructions to employees or professional packers (if hiring); make sure boxes are properly packed and labeled with office location, importance, and content.

**Contact us today for a free quote!**

[www.corovan.com](http://www.corovan.com)