



EDC MOVING SYSTEMS MOVING CHECKLIST

- ❑ Set a moving date, and advise your current and future landlord.
- ❑ Create a moving task force. This should consist of key employees to guide movers during the day of the move.
- ❑ Determine the space and design of your new facility. You want to make sure that all your furniture, new and used will fit at the new location.
- ❑ Make an inventory of items that will not be needed at the new location and toss them out. The moving company can do the disposal of these items.
- ❑ Contact **EDC MOVING SYSTEMS**, check our references, and obtain a **FREE** estimate from our experienced **EDC Move Consultant**. It is never too early to start gathering information.
- ❑ Make your current clients aware of your upcoming move and have the receptionist integrate a message when answering phone calls or greeting customers advising them of the move as well.
- ❑ Arrange for changes on letterheads, envelopes, invoices, statements, business cards and your website. This is an excellent way of revising or modernizing the way customers view your company.
- ❑ Contact your current utility companies and make sure that everything is ready at the new location before move-in day.
- ❑ Contact appropriate vendors to service your computers, copiers, and any other processing equipment before the move.
- ❑ Review all insurance requirements with your current and future properties.
- ❑ Allow **EDC MOVING SYSTEMS** to conduct a move class for your key employees.
- ❑ Label all the items in each office to coordinate in which office they will go into at the new location. Each employee should pack his/her office to avoid misunderstandings.
- ❑ Create a floor plan for the new location; make sure that the Supervisor of the move has a copy to create a smoother move.
- ❑ Provide employees with an orientation of the new facility. This is good time to offer guidelines of any new procedures or company policies.
- ❑ After the move is complete, the key employees should conduct a walk through with the Supervisor of the move to make sure that everything is in place, this will make your employees and customers feel welcomed at the new facility.