

“Moving Your Business” Checklist

8 Week plan to help make your transition a little smoother and easier.

Get Organized, 8 Week Plan (grey boxes indicated general timeframe for activity.)	8	7	6	5	4	3	2	1	Notes
Take inventory of your office, decide what to keep, sell, donate, toss	Grey	Grey							
Request information from Chamber of Commerce of new location	Grey	Grey							
Bank, Payroll Service (change address/order checks)	Grey	Grey							
Create a file for all important documents and <i>keep receipts of the move for tax purposes.</i>	Grey	Grey							
Phone Service: land lines and cell phones.		Grey	Grey						
Start collecting boxes.		Grey	Grey						
Cable Company/Internet Provider		Grey	Grey						
Reserve rental truck or select moving company.			Grey	Grey					
Make your travel plans and/or stay overs if needed.			Grey	Grey					
Start packing items you don't often use.			Grey	Grey					
Dept of Motor Vehicle (change address)				Grey	Grey				
Insurance Company				Grey	Grey				
Mail Order Companies using Autoship				Grey	Grey				
Utilities: Electric, Gas, Water, Sewer				Grey	Grey				
Services: Garbage, Yard, Snow, Maintenance				Grey	Grey				
Post Office (change address)				Grey	Grey				
Purchase insurance coverage on movables.						Grey	Grey		
Notify Creditors, memberships, organizations healthcare professionals						Grey	Grey		
Confirm Plans for the Day of the Move							Grey	Grey	
Newspapers and publications							Grey	Grey	
Notify Business Associates, Vendors, Clients, Friends, Family							Grey	Grey	

“We’re Moving” Notifications..... Method of Contact
 Business Associates phone - mail - fax - email
 Vendors phone - mail - fax - email
 Clients phone - mail - fax - email

