

# Moving Office Checklist

Once the decision has been made to move office and new premises have been found, use our checklist to help make your move as efficient and stress free as possible.

## Three Months Before

- Find out the postcode of your new premises
- Contact your telecom provider to let them know the date of your move – if you need new lines installed at your new office this usually takes 3-6 weeks but can take longer
- Check with your provider to see if you can take your telephone number with you
- Inform your electricity, gas and other suppliers of your move date
- Contact your system provider with regard to moving your system
- Let your IT supplier know the date of your move

## Two Months Before

- Inform HMRC, Companies House, Insurance Companies etc
- Order new stationery
- Inform website providers of your move so they can update details
- Arrange removal company
- Confirm your move date
- Email your customers to let them know of your move

## One Month Before

- Use Royal Mail forwarding service
- Start packing boxes
- Arrange broadband to your new premises – it can take up to two weeks to settle

## One Week Before

- Arrange access to your new office for installation of lines and phone system
- Back-up all computer files
- Return any phone equipment you are not taking with you

## Move Day

- Read gas and electric meters
- Make sure your calls are forwarded to a mobile or to your new office

## Useful Contacts

HMRC	<a href="http://www.hmrc.gov.uk">www.hmrc.gov.uk</a>
Companies House	<a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>
Royal Mail	<a href="http://www.royalmail.com">www.royalmail.com</a>