

## Choosing a vendor

1. Contact companies 90 days prior to the move.
2. Look for companies with reliable, trained help. Ask who will supervise the move.
3. Check references.
4. Ask for a detailed explanation of insurance coverage and claims procedures.
5. Ask the salesperson for a personal resume and business references.

## Preparation

1. Be sure that the new location is ready. (e.g. elevator service, contractors finished)
2. Obtain parking permits, if necessary.
3. Prepare scale drawing for new office layout.
4. Start packing early, clearly label furniture and boxes.
5. Assign one person to supervise the moving company the day of the move.

## MOVING CHECKLIST

	Days before move
<input type="radio"/> Contact and make appointments.	90
<input type="radio"/> Review proposals and check references.	60
<input type="radio"/> Decide in moving company, sign contract.	60
<input type="radio"/> Have management meeting with moving company salesperson.	30
<input type="radio"/> Contact both building managers to reserve elevators, dock access, etc..	30
<input type="radio"/> Get parking permits.	30
<input type="radio"/> Send moving agenda to all employees.	10
<input type="radio"/> Complete all packing and labeling.	2
<input type="radio"/> Visit new location, label areas.	2
<input type="radio"/> Arrange to have moving salesperson visit your office and the new site.	2