

10 TIPS TO KEEP YOUR OFFICE MOVE ON TRACK

Whether your company is expanding or restructuring, moving your business can be a challenge. Planning, communicating, and working with experienced movers can ensure a smooth transition and successful relocation.

1 PLAN YOUR SPACE:

Once you choose your new location, begin planning your space. With the help of a space planner or architectural firm, plan your furniture arrangement to optimize your new office for accessibility and productivity.

2 ESTABLISH A MOVE BUDGET

3 ASK FOR A FIRM PRICE,

so there won't be any surprises after the move.

4 PUT THE RIGHT PERSON IN CHARGE.

The ideal candidate? Someone who is very detail-oriented and has a take-charge personality.

5 HIRE A PROFESSIONAL MOVING COMPANY:

Make sure to hire a company that specializes in office relocation - call their references and ask about the on-site project team managing your relocation.

6 COORDINATE VENDORS:

Bring all of your vendors together to identify the time for their part of the move and outline the move schedule.

7 LABEL PROPERTY FOR LOCATION:

Removable color-coded labels will help distinguish between departments and speed up both removal and installation.

8 COORDINATE PACKING OF PERSONNEL ITEMS

9 PURGE BEFORE YOU PACK:

Now is the time to reduce the things you've accumulated over the years, and with an electronic data plan for scanning and storage, you can communicate well in advance to your staff what is staying and going.

10 FINALIZE YOUR PLAN:

Schedule a walk-through with your office moving company to finalize details and make sure your staff is ready for the move.

WORK WITH THE QUALITY GROUP

At The Quality Group, we're your commercial relocation specialists. Founded in 1987 in New Orleans, LA, The Quality Group serves the Gulf States with comprehensive commercial moving services from move planning to furniture installation. No other company puts in the time or preparation that we do to make your move stress and hassle-free.

