



Planning Calendar for Your Corporate Relocation

180 days before the move:

- Plan business form changes (invoices, letterhead, business cards, etc.)
- Discuss telecommunication needs (phones, internet)
- Identify office equipment to be upgraded or replaced
- Determine what current furniture will either move or be replaced
- Coordinate all colors of carpet, paint, and fabric of new site – place orders
- Evaluate current filing system and assure future needs

120 days before the move:

- Contact furniture companies for proposals (modular, free-standing)
- Choose an insurance agent to examine lease for proper coverage
- Assess copier volume(s), review service contracts, solicit bids and arrange for pre/post move servicing of present equipment
- Contact computer and fax suppliers for proposals
- Contact office supply vendors for proposals
- Survey existing records, make new building size measurements, prepare floor plan layout at new site, and develop storage proposal
- Prepare space plan drawings for new office layouts
- Contact your Exodus Representative for a pre-move survey and evaluation

90 days before the move:

- Choose furniture company – place order
- Finalize records storage needs and place order
- Assess security needs – interview possible suppliers
- List and value equipment, supplies, and inventory

60 days before the move:

- Have phone numbers guaranteed by local phone company
- Order dedicated fax phone lines
- Place copier order(s) and get service agreements in place
- Choose computer vendor and schedule installation
- Store inactive files and destroy duplicates
- Hold pre-move management meeting with your Exodus Representative, assigning duties, responsibilities, and confirming the move plan

30 days before the move:

- Have furniture and carpet dealers on site throughout delivery
- Arrange office supply delivery to new location
- Secure necessary parking permits for vendors
- Select security system vendor and have them contact the building owner, builder, and Exodus regarding proper procedures

Week of the move:

- Install new filing equipment and pack, move and unpack active files and load into new filing system
- Distribute written moving instructions to all employees
- Pack all items to be moved – label all furniture and boxes with labels supplied by Exodus
- Inform employees of new security system specifics, as well as parking plan
- Perform final walkthrough of offices to make sure that everything is packed, labeled, and ready to be moved

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