

Business Moving Checklist

Moving can be an expensive and tedious task for any business. This checklist was prepared to help you with your move. If you are considering moving, you should begin planning and notifying your customers immediately to help reduce the amount of business lost due to prior customers (and new customers responding to advertising containing your old address) being unable to locate you.

- Investigate available space.
- Negotiate lease for new location
- Apply for necessary licenses and permits.
- Prepare new location for move-in. (Painting, carpeting, cleaning and necessary telephone, Internet, electrical, plumbing, and mechanical alterations.)
- Purchase signs for new location or move existing signs.
- Contract with moving company for services.
- Acquire insurance for damage and/or breakage during move.
- Arrange for the transfer of utilities.
- Arrange for extra help for packing and unpacking.
- Notify bank of change of address
- Notify all vendors of change of address.
- Notify all customers of change of address.
- Notify all organizations of which you are a member of change of address. (Directories will not be updated until new editions come out.)
- Have new business cards printed.
- Have new envelopes printed.
- Have new labels printed.
- Have new letterhead printed.
- Have new checks printed.
- Change address on web site.
- Change address for next years phone book/yellow pages. (Will not take effect until new edition comes out.)
- Request mail forwarding with U.S. Postal Service.
- Notify regulating agencies of change of address.
- Modify all off-site advertising (signs, etc...) to reflect change of address.
- Change lettering on vehicles, if necessary.
- Place "We are moving." sign on door or window. (Note: All signs must be removed when you vacate the premises and no "We have moved" signs can be left on premises.)
- Update all computer software to reflect new address.
- Update all brochures and other marketing materials to reflect change of address.
- Notify magazines and publications of your new address.
- Notify insurance carriers of change of address.