



BUSINESS MOVING CHECKLIST

Carmack Moving & Storage, Inc.
45055 Underwood Lane, Suite 110 | Sterling, Virginia 20166
Office 703-378-1616 | Fax 703-738-7458 | www.carmackmoving.com

Whether you hire Carmack Moving & Storage to help move your commercial business, or have in-house staff to handle the move for you, one thing remains true—stay organized! Here are some tips to help you:

Here are some tips to remember and help your commercial move be a success:

- Create a move committee. This can be anyone who is interested and/or qualified.
- Establish a relocation budget. This might change later on, but it is helpful to have an initial budget.
- Determine whether you need to hire a move management consultant. If so, interview and hire.
- If applicable, coordinate moving of servers with IT provider/support.
- Contact telecommunications/data provider to schedule a cut-over date.
- Contact phone provider to get transfer existing number, or if needed, get new ones.
- Order phone lines for elevator, security and any other item that may require a phone line.
- Determine if any equipment, such as copiers, lab equipment, or certain electronics, requires specialized or approved vendors to move it.
- Check existing lease for restoration requirements/conditions for returning current space to landlord.
- Reserve the building elevator for move out and move in at the new location.
- Order keys from the new building.
- If applicable, contact the new office building to confirm locations of any signage.
- If applicable, hire a signage vendor to plan and install new signage.
- Obtain a qualified mover, like Carmack Moving & Storage.

FOR MORE TOOLS & TIPS VISIT WWW.CARMACKMOVING.COM



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- Order new letterhead, business cards, and other printed marketing materials.
- Coordinate updates to your website, email signatures, and any where your new address appears so they can be implemented on the day of your move.
- Notify your clients or customers of change of address.
- Contact the post office for change of address.
- Contact your bank for change of address.
- Notify vendors of change of address (vending machines, water delivery, etc.).
- Contact the IRS for change of address.
- Change address with any magazine or publications that are delivered to office.
- Notify insurance carrier of change of address and new office's requirements. Make sure to obtain and deliver a proof of insurance for your new address to your landlord.
- Contact the Franchise Tax Board for change of address.
- Contact the Employment Development Department for change of address.
- Contact the Secretary of State for change of address.