



Office relocation

PLANNING AHEAD

Prepare using our detailed checklist and we assure that you will be ready for your big move!

MARTEL EXPRESS



DOES THE PROSPECT OF MOVING OFFICES SEEM DAUNTING TO YOU?

We understand! At the end of the day, it's just a process like any other. It can be broken down into a series of tasks and started up to 8 weeks before. By following the steps to come, you will ensure that your move will be below budget, on time and stress free.

8 WEEKS BEFORE

TASK	ASSIGNED TO	STATUS	DUE DATE	NEXT STEP	COMMENTS
Approve new furniture layout for private offices					
Approve new furniture layout for common areas					
Confirm delivery dates for new furniture					
Issue RFP to potential movers					
Select move team/ department coordinators					
Recommendation to Award to mover					

6 WEEKS BEFORE

TASK	ASSIGNED TO	STATUS	DUE DATE	NEXT STEP	COMMENTS
Meet with team and assign responsibilities					
Select mover					
Identify insurance requirements for the move					
Obtain insurance certificate from mover					
Confirm incoming new extension numbers					
Finalize seat assignments					
Assign extensions/direct dials					
Notify insurance carrier of relocation					
Issue insurance certificate to the new landlord					
Order new services (cleaning, landscaping)					

4 WEEKS BEFORE

TASK	ASSIGNED TO	STATUS	DUE DATE	NEXT STEP	COMMENTS
Present to employees					
Present building information to employees					
Notify vendor re: copier					
Notify vendor re: coffee service					
Notify vendor re: water service					
Notify vendor re: postage meter					
Notify vendor re: plants					
Notify magazines/newspapers					
Notify vendors with standing orders & pick-ups					
Notify post office of address change					
Order change of address cards					
Develop list for change of address cards					
Order stationery and business cards					
Confirm date with movers					
Reserve loading dock & elevators					
Freeze changes on seat assignments					
Assign move codes					
Identify locations for printers/fax machines					



3 WEEKS BEFORE

TASK	ASSIGNED TO	STATUS	DUE DATE	NEXT STEP	COMMENTS
Provide move instructions to employees					
Provide recycling bins for file purge					
Provide trash bins					
Identify locations for packing materials					
Update address on website					

1 WEEK BEFORE

TASK	ASSIGNED TO	STATUS	DUE DATE	NEXT STEP	COMMENTS
Deliver boxes and labels					
Distribute access cards/IDs					
Prepare emergency contact list					
Phone training for employees					

2 DAYS BEFORE

TASK	ASSIGNED TO	STATUS	DUE DATE	NEXT STEP	COMMENTS
Deliver additional boxes and labels					
Label origin and destination for movers					
Confirm all vendors and times					

MOVING DAY

TASK	ASSIGNED TO	STATUS	DUE DATE	NEXT STEP	COMMENTS
Place orientation packages at destination					
Hang whiteboards/artwork					
Remove excess furniture					
Remove crates & packing materials					



CONTACT US TODAY AND GET STARTED WITH YOUR FREE QUOTE!

VISIT US

10105 Henri Bourassa Ouest
 Ville St-Laurent (Québec)
 Canada

REACH US

Tel: (514) 331-3311
 Toll Free: 1-800-642-2862
 Fax: (514) 331-0303
info@martelepressmontreal.com

