

Whether you're moving out of a small office or a large one, there are steps you should take in order to ensure your furniture removal is as efficient and quick as possible



If you're organized, moving should be nothing more than a breeze. That is why a good furniture removalist can make the job look so easy.

Approximately 4 to 6 months prior to moving

- Construct a list itemizing tasks.
- Pick a move coordinator.
- Pick out the moving day and arrange a meeting with us to arrange a quote.
- Remember that we are happy to work after hours to maintain productivity

Approximately 2 to 4 months prior to move day

- Map out a layout for the office space
- Buy labels with your new address
- Get Internet access setup for the new site
- Have new phone/ fax numbers setup for the new site
- Get all internal phone lines hooked up

Approximately 1 or 2 months prior to moving

- Designate which employee gets what space at the new site
- Eradicate unnecessary junk and clutter and old office furniture
- Alert vendors and customers to the change of address
- Update the company's webpage
- Get insurance appraisal and quotes for the new site
- Get keys and access cards ready

Approximately 1 month until moving day

- Prompt removals will liaise with you and arrange an onsite visit
- Conduct inventory on computers and furniture
- Acquire packing supplies for the move
- Pack items found in common areas
- Give out the new phone numbers and extension lines to your employees
- Obtain necessary utilities
- Alert the post office about your new location's address

Approximately 1 week prior to the move

- Map out the new area
- Pack up all necessary items and put proper labels on all boxes according to their respective destinations
- Back up all the information on the computers
- Clean out your fridge and defrost freezer compartment two nights before move
- Hand out new keys and access cards to staff
- Alert clients about your unavailability
- Carry out all last-minute chores

On Moving Day

- Don't have too many employees in either of the 2 offices
- Keep loading docks and freight elevators clear
- Our Move manager will work closely with your move co-ordinator to ensure a smooth transition to your new work premises.
- Gather any old keys and access cards