

JAGUAR COMMERCIAL LOGISTICS



# BUSINESS RELOCATION *Checklist*



# Welcome

I'm Celine Billey, founder of Jaguar Commercial Logistics.

Moving your business can feel overwhelming, but with the right plan, it can be an exciting new chapter. We are here to guide you every step of the way, ensuring a smooth transition. I hope this checklist helps you prepare for a stress-free and seamless move. Let us handle the heavy lifting while you focus on what matters most—your business.

Relocating your business can be a complex process, but with the right plan in place, you can make it seamless. This checklist will help you stay organized, minimize downtime, and ensure your move goes as smoothly as possible. Use this guide to plan and execute your business relocation effectively.



FOUNDER & CEO

# PLANNING AND PREPARATION (2-3 MONTHS BEFORE MOVE)

# 01



- Set Your Moving Date: Choose a date that allows sufficient time for preparation and coordinate with key stakeholders.
- Assign a Moving Team: Appoint a team or point person to oversee the relocation, including key tasks and communications.
- Create a Moving Budget: Outline all expected costs, including moving services, packing supplies, insurance, and contingencies.
- Inventory All Assets: Take stock of all office equipment, furniture, and supplies to determine what will be moved, sold, or discarded.
- Notify Key Stakeholders: Inform employees, clients, vendors, and partners about the move and any potential service disruptions.



## FINDING THE RIGHT MOVING PARTNER (1-2 MONTHS BEFORE MOVE)

# 02



- Research Moving Companies: Request quotes from several commercial moving companies and compare their services.
- Check Insurance Coverage: Confirm that the moving company provides insurance for your assets and verify the coverage limits.
- Select a Moving Partner: Choose a moving company, like Jaguar Commercial Logistis, that aligns with your needs and budget.
- Schedule Moving Services: Confirm the moving date and schedule the services, including packing and unpacking assistance if needed.

## ORGANIZING YOUR OFFICE (4-6 WEEKS BEFORE MOVE)

03



- Organizing Your Office (4-6 Weeks Before Move)
- Declutter and Downsize: Get rid of any old or unnecessary items that won't be moving to the new office.
- Label Equipment and Furniture: Clearly label all boxes, equipment, and furniture with their respective new locations to simplify the unpacking process.
- Prepare IT Equipment: Plan for the disconnection, packing, and reconnection of computers, servers, and other electronic equipment. Consider hiring IT professionals for setup at the new location.
- Order Packing Supplies: Purchase or arrange for packing materials like boxes, bubble wrap, packing tape, and labels.



# COMMUNICATION AND COORDINATION (2-3 WEEKS BEFORE MOVE)

# 04



- Communication and Coordination (2-3 Weeks Before Move)
- Update Business Addresses: Notify service providers, utility companies, banks, and clients of your new business address.
- Coordinate Utilities: Arrange for the disconnection of utilities at the current office and activation at the new location.
- Prepare Employees: Hold meetings to discuss the moving timeline, individual roles, and what to expect on moving day.
- Create Floor Plans: Develop a layout for the new office to determine where each department and piece of furniture will go.

# MOVING WEEK CHECKLIST

05



- Pack Non-Essential Items: Begin packing non-essential items, leaving critical office supplies and documents for last.
- Backup Data: Ensure all important data is backed up, and servers are properly shut down and prepared for the move.
- Confirm Moving Details: Double-check the schedule and confirm all details with the moving company and employees.
- Prepare an Essentials Box: Set aside essential items such as office supplies, documents, chargers, and anything else needed for immediate use.



06



# MOVING

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## MOVING DAY CHECKLIST

07



- Assign Supervisors: Have supervisors oversee the move at both the old and new locations to answer questions and guide movers.
- Protect High-Traffic Areas: Lay down protective coverings on floors and walls to prevent damage during the move.
- Monitor Progress: Keep track of progress to ensure everything is loaded and transported according to the plan.
- Conduct Final Walkthrough: Walk through the old office to make sure nothing is left behind.



- Unpack and Set Up: Unpack boxes and set up workstations based on the pre-planned layout.
- Test IT Systems: Ensure all computers, phones, and internet systems are working properly.
- Update Online Listings: Update your business address on your website, social media accounts, Google My Business, and other online listings.
- Hold a Welcome Meeting: Gather your team to discuss any remaining tasks, provide a tour of the new office, and answer questions.



## READY FOR A SMOOTH BUSINESS MOVE?

Relocating your business doesn't have to be stressful. Use this checklist to stay organized and ensure every step is covered.

**Need professional help?** Contact Jaguar Commercial Logistics to learn how we can make your business relocation seamless.

**Jaguar Commercial Logistics** also offers white glove service, including professional packing with all supplies provided (additional cost applies).



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MOVING QUOTE TODAY



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