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# Commercial Moving Checklist


Preparing to move an office or business can be complicated and stressful. So, organization and planning are essential for an efficient move. We've compiled a checklist to help you keep your move on track.

- Determine a time frame and moving schedule.
- Set up a communication plan to let customers and suppliers know about the move.
- If moving a larger company, set up a moving committee to help organize and keep the move on track.
- Inform employees and get them involved. Make sure they know their roles in the move and what is expected of them.
- Determine the new office set-up and look. Make sure you know ahead of time where offices will be located and where equipment needs to be installed.
- Contact us at **(316) 267-5300** or **WichitaMoving.net** and obtain an estimate for our services.
- Contact service providers and inform them of the move. Make sure that new providers are aware of installation dates, including phone lines, internet access and postal service.
- Make sure you have established a packing schedule to determine what can be packed in advance and what needs to be packed last.
- If you are packing yourself, contact us at **(316) 267-5300** or **WichitaMoving.net** to order boxes and other packing supplies.
- Provide packing instructions to employees or our team (if you're using our packing service). Make sure boxes are properly packed and labeled with office location, importance and content.



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- Prepare furniture for moving and label each piece, so it will be moved to the correct area of the new office.
  - Make sure equipment has been properly prepared for moving.

**If you have any questions, please contact us!**  
**Call (316) 267-5300 or visit [WichitaMoving.net](http://WichitaMoving.net)**