

Important instructions for your office move

1. Reserve several parking spaces at your present location as close to your front door as possible.
2. Reserve several parking spaces at your new location as close to your front door as possible.
3. Have the elevator company placed on "standby" alert at your new location
4. Make arrangements to have all work stations/cubicles disassembled & reassembled.
5. Make arrangements with appropriate vendor to move copier machines.
6. Disconnect all computer & electronic equipment. If possible move these prior to our crew arriving.
7. Move all laptops yourselves.
8. Be sure to pack all loose/fragile items.
9. All desk, credenzas, & 4 drawer lateral file cabinets *must* be emptied.
10. Label all boxes & office furniture accordingly. This will allow for easier sorting at your new location.
11. A representative with proper authority must be present at all times during move day.