

# The Ultimate Handbook for Business Relocation

**A Guide to Seamlessly Moving Your Business**



# Ready To Nail Your Business Move?

High-five for hitting that game-changing moment – you're about to relocate your business! This leap is all about fresh horizons and levelling up. Maybe it's the expansion you've dreamed of, maybe you're diving into new markets, or just fine-tuning efficiency. No matter your motive for moving, we've got your back with this guide.

You've probably realised already that moving your business isn't as simple as just swapping spaces. Here, we're giving you the lowdown for a seamless switch. We've condensed the essentials into a killer checklist – it's printable, check-off-able, and your go-to roadmap as you kick off this exciting journey.

So, gear up for a business relocation that screams growth, innovation, and a serious fresh start.

Let's get started.

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# Step 1: Budgeting & Financial Planning

Before the wheels start turning and boxes start piling up, let's get real about the numbers.

Budgeting isn't just about crunching numbers; it's about aligning your financial compass with your business vision. Every penny you invest and every dollar you allocate will shape the journey ahead.

So, let's dive into the nitty-gritty of budgeting and financial planning for your business relocation.

## 1) Estimate costs: Breaking down the essentials

Moving your business comes with a price tag. Start by calculating the basics: the cost of moving your assets, getting permits, and any potential renovations or adjustments needed to your new spot. The key is to leave no stone unturned – from the moving truck to the last nail in your new location.

This detailed estimate forms the backbone of your budget. But what costs do you need to consider when it comes to moving your business?

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| <input checked="" type="checkbox"/> | Moving company fees            | <input checked="" type="checkbox"/> | Connection fees for utilities   |
| <input checked="" type="checkbox"/> | Packing materials & supplies   | <input checked="" type="checkbox"/> | Installation fees               |
| <input checked="" type="checkbox"/> | Storage costs                  | <input checked="" type="checkbox"/> | Updating printed materials      |
| <input checked="" type="checkbox"/> | Business licence updates       | <input type="checkbox"/>            | Insurance for the move          |
| <input checked="" type="checkbox"/> | Permits for the new location   | <input checked="" type="checkbox"/> | Staff time planning & execution |
| <input checked="" type="checkbox"/> | Interior design/layout changes | <input checked="" type="checkbox"/> | Loss of revenue                 |
| <input checked="" type="checkbox"/> | Renovations or modifications   | <input checked="" type="checkbox"/> | Temp workspace if needed        |
| <input checked="" type="checkbox"/> | New equipment                  | <input checked="" type="checkbox"/> |                                 |

## 2) Allocate funds: Cushion for the unexpected

You also risk facing unexpected costs. And that's where allocating funds for surprise expenses comes in. Think of this as your safety net, your cushion for rainy days. Set aside a portion of your budget to handle those "uh-oh" moments that can catch even the most prepared off guard.

From unforeseen fees to the need for last-minute equipment fixes, having a financial cushion can turn potential hiccups into manageable bumps.



## Step 2:

# Communication & Legal Strategy

As your business gears up for a move, two crucial gears need greasing: communication and compliance. Keeping the right people informed and ensuring your legal ducks are in a row sets the stage for a seamless transition.

So, let's talk strategy – from getting the word out to staying on the right side of the law.

## 1) Communicate with employees and stakeholders

The first order of business is rallying the troops. Your employees and key stakeholders deserve the inside scoop on your move.

Craft a clear, concise message about the move and the new location. Lay out the timeline, benefits, and how it affects them. This not only keeps everyone in the loop but also fosters a sense of inclusion and belonging.

Clear communication now can prevent confusion and boost morale later.

## 2) Public communication: Shout it from the rooftops

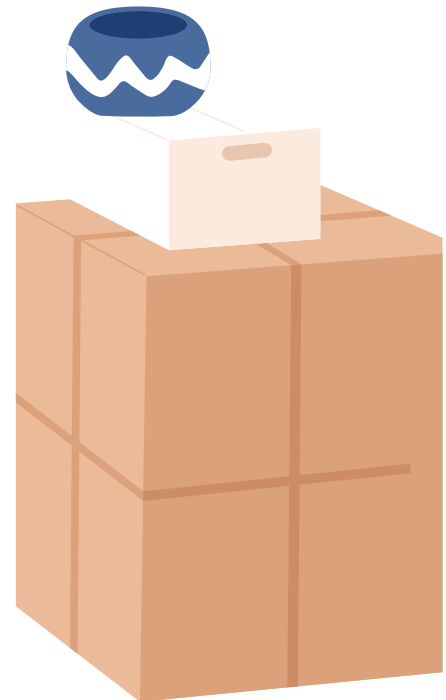
It's time for the grand reveal! Let the world – customers, suppliers, and partners – know about your exciting new journey.

Blast the news on your website, social media platforms, and newsletters. These are your megaphones to broadcast your move. Keep it snappy, keep it exciting, and keep it consistent across all channels. A well-coordinated communication blitz ensures that nobody misses the memo.

## 3) Legal regulations: Navigating the red tape

Legal fine print and regulatory hoops – sounds daunting, right? But don't worry. Start by updating government portals, licences, permits and registrations to reflect your new location. Submit a change of address form to banks, utilities and other local authorities where your business is located.

Dive into local zoning and regulations for your new space to ensure you're playing by the rules. Lastly, face those tax implications head-on. Understand how your move impacts your tax obligations, so you're not caught off guard come tax time.





## Step 3: Packing, Logistics, & IT

Boxes, cables, desks, equipment, and more – welcome to the packing and IT whirlwind. This dynamic duo forms the backbone of a successful relocation.

From physical gear to your digital soul, we've got the inside scoop on how to ensure everything arrives at the new place in one piece.

## 1) Hiring the pro: Gear, goodies, and professional movers

Choosing the right pros can make all the difference to your business move. When scouting for professional movers, keep an eagle eye on reputation. Check reviews, ask for referrals, and inquire about insurance coverage.

Transparency is key, so request a detailed estimate upfront, including any potential extra charges. And naturally, make sure the movers specialise in commercial moves – your business deserves specialised care.

## 2) Craft an internal inventory

Creating an itemised inventory might feel like extra work, but trust us – it's a lifesaver. Start by categorising your items, from furniture to equipment and supplies. Assign a unique number or code to each item and record its condition. Include details like size, weight, and special handling requirements.



Keep this inventory synced across devices and shared with your moving team. When boxes arrive at your new location, you'll know exactly what's inside.



## 3) Seamless IT transition

Packing is a strategic game. Order high quality boxes and packing supplies from your local self storage facility.

Start with sturdy materials, wrap delicate items in layers of protection, like bubble wrap. For fragile items like monitors and tech, discuss with movers to create a plan. Label each box with its contents (your inventory will come in handy here!) and desired destination in the new place.

Your tech and IT infrastructure needs a smooth move too. Make a plan with your team to securely transfer systems, servers, and data. Set up IT in the new location before the move, aiming for minimal downtime.



## 4) Unlocking your business potential

As you prepare for your big move, consider the multifaceted role that storage solutions can play in your business strategy. Beyond being a temporary haven during the transition, self storage can serve as flexible space that you can scale up or down as you require, helping you declutter your workspace and optimise your new office space or your business logistics.

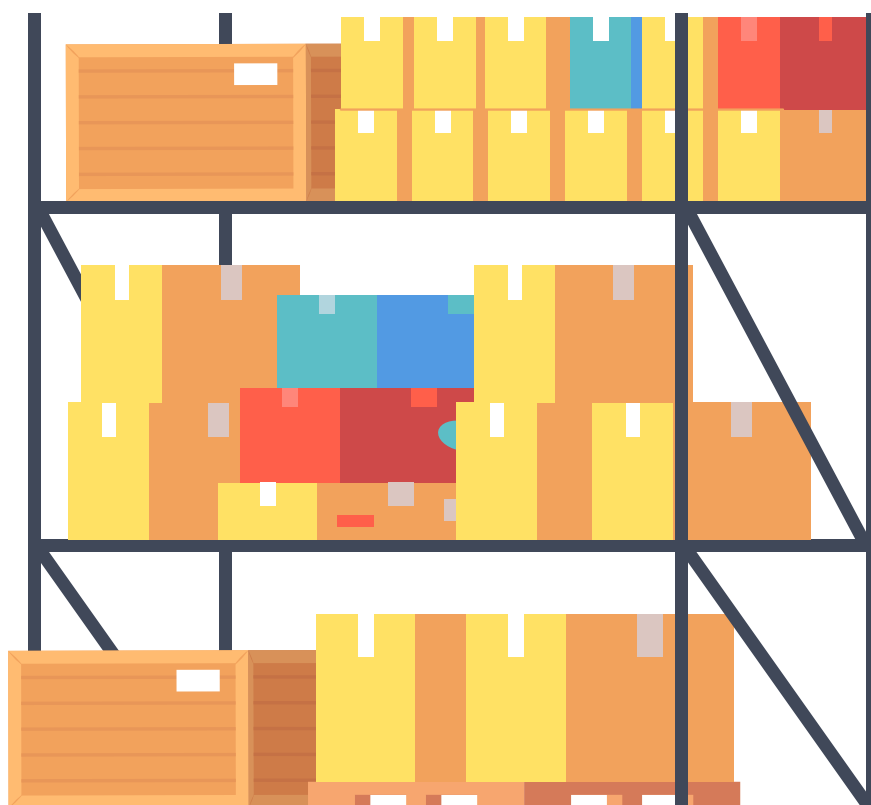
Amidst your business move, self storage offers a versatile and secure holding zone for your items, allowing you the freedom to carefully organise your new location taking as much time as you need.

Beyond the move, consider using storage to house inventory, stock, or seldom-used equipment, maintaining a tidier workspace, increasing efficiency, and reducing the need for excessive rental space.

Not only that, multiple storage units enhance distribution and accessibility, streamlining your operations, especially for businesses with a regional or national presence. It's a multifunctional option that streamlines operations, declutters your workspace, and boosts distribution efficiency.

**Discover how Storage Space will help your business.**

**LEARN MORE**





# Printable Relocation Timeline & Checklist

Print out the following checklist, pin it proudly on your notice board, and let the 'to-dos' flow seamlessly. In a flash, your business will flourish in its new location, having navigated the transition like seasoned pros.

Settle into your new workspace with the confident assurance that you've mastered the essentials. Your inventory is orderly, boxes wear their labels like VIP badges, and your gleaming new business hub awaits, ready to usher in a new era of success.

# Your business relocation timeline & checklist

## 6 – 12 months before the move

- Determine the move scope and budget
- Assign project manager
- Research reputable moving companies
- Conduct space planning analysis
- Review lease agreements
- Book qualified movers

## 3 – 6 months before the move

- Notify employees, provide updates
- Create a moving checklist and packet for staff
- Purchase new furniture, equipment, supplies
- Order new marketing materials - brochures, business cards, etc
- Schedule IT and phone system installations
- Set security procedures
- Fine-tune the moving schedule
- Secure off-site storage: Find a unit at [www.selfstorage.com.au](http://www.selfstorage.com.au)

## 1 – 3 months before the move

- Begin inventory and packing
- Coordinate server move with IT
- Walkthrough new location with moving company
- Confirm move details with movers
- Update address on website, email signatures, contact info, etc
- Notify clients, post office, bank, vendors, insurance, authorities

## 2 weeks before the move

- Hold employee meeting, distribute moving packets
- Book post-move cleaners
- Finalise move schedules
- Distribute new security cards / access keys

## Moving day

- Confirm arrangements with the movers
- Communicate clearly with the moving team
- Supervise loading and unloading
- Complete final walkthrough of your old space
- Ensure utilities are turned off and everything's secure
- Oversee unpacking