

# **6-Week Commercial Moving Checklist**

## **By Seka Moving**

Simple step-by-step guide that will prepare you for your upcoming move

## 6 Weeks Before

### Sort your belongings.

Figure out what items you will move, place in storage, donate, or sell.

### Organized everything in lists.

**List #1:** Make a list with special items that need extra care when moving (See Table #1 at the end of the PDF).

**List #2:** Make a list of important business documents and other items that you will transport yourself (See Table #2 at the end of the PDF).

**List #3:** Make a list of places, where you will need to update your business address: your website, invoices, email signatures, Google, Yelp, etc. (See Table #3 at the end of the PDF).

### Get quotes on Yelp.

Go on Yelp and get commercial moving quotes from moving companies. Take advantage of the functionality to message several businesses at once. Don't forget to mention all the special items from the list that you created.

### Keep track of movers and quotes.

Create a document on Google docs and gather all the company names, contact information, quotes, and any other additional information from moving companies.

### Notify important entities.

Notify your vendors and customers via email that you are planning a relocation. This is another opportunity to show that you are a professional. Today, with free tools available for use, it is easy to send beautiful branded emails. Analytics will allow you to make sure that the recipients opened your email.

### Revisit your #1, #2, and #3 lists at least every week.

#### DID YOU KNOW?

At Seka Moving, we don't charge extra for boxes and wrapping materials.

## 4 Weeks Before

### Book your move.

Try to pick a date, when you don't have any meetings scheduled. Ideally, Fridays are best for commercial moving, since you will have entire weekends to unpack and set up your new office.

### Reserve the parking and elevator.

Contact the building management at both locations to reserve the parking and elevator for your moving day and time.

### Slowly start packing.

Start packing the items that you don't use often and label each box.

### File a change of address.

It can be done either online or in-person at the local post office. We suggest you do it in person at the post office to make sure that it went through, and your mail will be forwarded to your new office.

### Services relocation.

**Internet:** Tell your internet provider about your relocation. Just in case look up the Wi-Fi hotspot options from your cell-phone carrier: in case the internet people come late, the absence of the internet won't cost your team's productivity.

**Phone:** Call your landline provider, since the customers or potential customers could call you. Missed calls cost money.

**Financial Institutions:** Notify your banks and other financial institutions that you will be updating your billing address.

## 1-2 Weeks Before

### Keep others on track.

Confirm the date and time of your move. Ensure that parking and elevators are reserved for your moving day and time.

### Remind about the change of address.

**Vendors:** Remind your vendors and customers that you will be relocating to a new office. Let them know the date of relocation, the new address, and when is the first day at the new location.

**Online World:** Place a banner on your website that tells about upcoming relocation.

### Arrange cleaning services.

Don't leave your old office dirty. If you'll come across with the same owner in future, it will work as your advantage.

Revisit your #1, #2, and #3 lists. Maybe you are forgetting something.

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## The Moving Day

### Set the tone.

Call your movers and explain where to park. Meet your movers outside and review the paperwork with the foreman.

### Communicate effectively.

If you want your movers to pack your items for you, tell them what to pack and ask to label the boxes, so you can quickly find the necessary items after you move. Don't forget to count your boxes.

### Final touches.

After the movers load everything on the truck, go around your office and make sure that your lights, heat, or AC are turned off, windows are closed, and there are no items left.

### Unload your belongings.

Meet your movers at your new place and direct them where to put each box or piece of furniture. That way you don't have to relocate anything later. Again, don't forget to count your boxes.

### Update your address using List #2.

Send emails to your vendors and customers that you have successfully relocated and will be operating at the new place.

web: [www.sekamoving.com](http://www.sekamoving.com)  
phone: (212) 203-0280  
email: [info@sekamoving.com](mailto:info@sekamoving.com)



**List #1: Special items to move that require extra care**

Item name	Description	Box number and label

web: [www.sekamoving.com](http://www.sekamoving.com)  
phone: (212) 203-0280  
email: [info@sekamoving.com](mailto:info@sekamoving.com)



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**List #2: Important business documents that I will move myself**

Document name	Box number and label

web: [www.sekamoving.com](http://www.sekamoving.com)  
phone: (212) 203-0280  
email: [info@sekamoving.com](mailto:info@sekamoving.com)



**List #3: I need to update the business address for following entities**

Company	Email address	4-week notice	1-week notice	Final notice