

litemovers

DELIVERS A MOVING EXPERIENCE



OFFICE MOVING GUIDE

YOUR GUIDE TO A SMOOTH MOVE

1-877-305-3996 • litemovers.com

A professional woman with dark hair, wearing a grey blazer over a black top, is shown from the waist up. She is looking upwards and to the right with a thoughtful expression, while stretching her arms behind her head. The background is a blurred office environment.

Making your move

litemovers specializes in helping customers with their small to medium sized moves, junk removal and disposal. We can accommodate large moves upon request.

Since our inception in 2007, **litemovers** has continually perfected ways to transport our customers' precious belongings safely and securely to their final destinations. Because of the care we take, we have received hundreds of testimonials from customers over the years. In fact, the stellar service we provide our customers has earned us an industry-wide reputation as an exceptional resource for corporate moves!

a “lite” move.

Unlike the majority of our competitors, **litemovers** offers a one-hour minimum time-frame for our customers. This saves you money and gives us the flexibility to cater to your specific needs, whether you're moving into your new office space, or you just need help rearranging furniture and/or equipment.

- Small to medium size office moves
- Local moves
- Long distance moves
- Junk removal and disposal
- Delivery or pick up of furniture, or office equipment
- Moving, assembly and disassembly of office furniture
- Office and storage clean outs
- Moving heavy, bulky items from one room to another
- Moving storage units
- Loading or unloading (PODS) or storage units
- Loading your truck for your move

Are you prepared to move?

CONTACT A
COMMERCIAL
REAL ESTATE
LAWYER TO
REVIEW YOUR
OFFICE LEASE
AND ADVISE
ACCORDINGLY

Moving an office can be a complicated and time-consuming endeavor. A successful move demands coordination, meeting deadlines and managing multiple tasks; all while still trying to focus on running a business. That's why **lite~~mov~~ers** has developed this handy moving guide to help you manage the planning process.

Make sure you've identified your strategic and operational reasons for moving (e.g. expansion/contraction, lease expiry/break option, change of location, etc.).

Formulate your exit strategy. It's important that you understand all the details of your lease agreement (e.g. expiration date, break clause, notice period, etc.), and that you exit in accordance with the terms of your lease. If you fail to honor those terms, it could lead to punitive financial penalties.

Develop a detailed timetable as early as possible to ensure that all aspects of your move happen on schedule. Every task will need a lead-time and a completion date.

Prepare a moving office budget to include:

- Rent
- Real Estate taxes
- Maintenance and insurance
- Security deposit for new office
- Advisory fees
- Office design and build out
- Furniture and office equipment
- IT and telecom systems
- Updated business system, website, and collateral
- Relocation fees

Collaborative efforts are needed for a successful move.

Contact a Tenant Rep Broker to help you find the right space, and to help negotiate and coordinate the lease transaction.

Give yourself plenty of time and opportunity to make educated decisions.



Involve your staff early by informing them of the move, and the benefits it will bring.

Working with the right office relocation specialists can determine the success or failure of your move.



ESTABLISH YOUR MOVE TEAM

Assemble an office “move team” to assist in all aspects of the move. The team should include internal and external advisors who understand your business, and the objectives of the move. They should be able to provide both operational and strategic assistance, and ensure that your move happens on time, within budget and with as few disruptions as possible. Those members should include:

Internal Advisors

- Representatives from each major department

External Advisors

- Tenant Rep Broker
- Commercial Real Estate Lawyer
- General Contractor
- IT and Telecommunication Company
- Relocation specialists

After you've established your move team, you need to select a project leader to oversee and manage the entire process. This person must have the following qualifications:

- The authority to act on behalf of the organization
- The trust of senior management to make decisions
- Good organization skills with people and processes
- Experienced with establishing and working within budgets
- Excellent communication skills

FINDING THE RIGHT LOCATION

Having a clear understanding of what the needs are for your new office space will save you time, and help you secure the right deal. Make sure you are prepared to brief your tenant broker of the key drivers of your office move such as:

- Communicate your budget
- The location you wish to move to
- The size of the office you require
- The date you need to occupy the new space
- The required key office features
- Maybe a few wish list features
- Review of planned objectives (including growth plan) that the office must support
- Type of lease and the details

PLAN YOUR MOVE EARLY

It's never too early to start planning your office move. **litemovers** recommends that you start reviewing your options between 9 and 18 months prior to your lease expiration, regardless if you are considering renewing, renegotiating or relocating.

Although a preliminary budget was established at the outset, the project leader needs to keep a working document that can easily be edited and updated on a regular basis. Make sure you get quotes for everything and then compare them against the budget. This will help you stay on top of your expenses so that you don't over spend.



CALL AN EXPERT

Working with the right office relocation specialists can determine the success or failure of your move. From choosing the right space, negotiating the best terms for your company, coordinating the design & build-out, right through to moving complex IT & Telecoms equipment—it all adds up. There is a fair amount of coordination required and you're going to need all the support you can get.

For the best results, we recommend you work with the following office relocation professionals for every key stage of your move:

- Tenant Rep Broker
- Commercial Real Estate Lawyer
- Architect, Space Planner, General Contractor, Office Design and Build Out Company
- IT & Telecom Relocation Company
- And yes, **litemovers**

Seek legal advice from a commercial real estate lawyer before signing any legal documents.

Make sure you are completely satisfied that everything has been done to protect your business interest before signing your new office lease. A commercial real estate lawyer who specializes in representing tenants should negotiate on your behalf the details of your lease to protect you from potential liabilities.

EMBRACE THE CHANGE

Change can be unsettling for some staff members who are resistant to change, so – communication is vital. Everyone needs to be regularly updated to keep his or her interest and motivation levels high. If you keep the lines of communication open to all parties (internal and external), your office move will be a success.

CONSIDER UPGRADING YOUR BUSINESS COMMUNICATION SYSTEMS TO HELP BOOST EFFICIENCY AND PRODUCTIVITY.

Now is the perfect time to dispose of old documents and purge all storage areas of unwanted items prior to moving. Also consider scanning documents that you no longer need hard copies of and storing them remotely. Secure storage of documentation is a flexible, safe and cost-effective alternative to free up valuable space in your office. It can be accessed anytime and provides an off-site backup in case of fire or other disasters.

Moving your office is a great opportunity to update to modern, efficient and space-saving equipment. This is also a good time to renew or switch office and telecom contracts to ensure that you are getting the best price and service for your business.

Utilize this time to communicate positive messages to your customers and maximize the brand image of your business.

After the move has happened and the dust settled, hold an internal meeting with the team leaders to check-in and see how the staff are settling in their new workplace and review positive (or negative) feedback.



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Disclaimer

The information provided is a general guide only and does not constitute advice on any specific matter. We recommend that you seek professional advice before taking action. No liability can be accepted by **litemovers** for any action taken or not taken as a result of this information.