

| STAGE OF COMPLETION | PERSON RESPONSIBLE | START DATE | IN PROGRESS | COMPLETED DATE |
|----------------------------------|--------------------|------------|-------------|----------------|
| CHANGE OF ADDRESS NOTICE | | | | |
| Banks and Financial Institutions | | | | |
| Clubs & Organizations | | | | |
| Credit Accounts & Credit Cards | | | | |
| Clients | | | | |
| Sales Prospects | | | | |
| Insurance Companies | | | | |
| Magazine Subscriptions | | | | |
| Post Office | | | | |
| Telephone | | | | |
| Internet Provider | | | | |
| Supplies | | | | |
| Special Services | | | | |
| Stationary & Business cards | | | | |
| PUBLIC RELATIONS | | | | |
| Schedule press release | | | | |
| Client email announcement | | | | |
| Receptions | | | | |
| Signage | | | | |
| OFFICE MOVE CONTRACTOR | | | | |
| Check references | | | | |
| Check insurance provision | | | | |
| Obtain moving labels | | | | |
| Delivery of packing supplies | | | | |
| Provide current floor plans | | | | |
| SPECIALTY SERVICES | | | | |
| Office equipment servicing | | | | |
| Telecommunications | | | | |
| Copiers | | | | |
| Safes / Vaults | | | | |
| Furnishings | | | | |
| Millwork | | | | |
| Appliances | | | | |
| SECURITY | | | | |
| New Building | | | | |
| Old Building | | | | |

Toll Free: 1-888-628-9988

Edmonton: 780-413-6446

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| ELEVATORS | | | | |
| Reserve Elevator & Loading Dock | | | | |
| CLEANING | | | | |
| New Premises prior to move | | | | |
| Old premises after move | | | | |
| KEYS / SECURITY CODES | | | | |
| Collect all old office keys | | | | |
| Assign new codes / entry passes | | | | |
| TOUR NEW PREMISES | | | | |
| CONFIRM RENOVATIONS | | | | |
| Base building contractor | | | | |
| Finishing contractor | | | | |
| Communications / Network | | | | |
| Shelving | | | | |
| Data cabling | | | | |
| Painting | | | | |
| Office furnishings | | | | |
| OFFICE MOVE DETAILS | | | | |
| Assign move supervisors | | | | |
| Plan date & hours by department | | | | |
| Plan delivery date of new furniture | | | | |
| Assign moving labels by floor plan | | | | |
| Labels all items & furniture | | | | |
| OFFICE FILES | | | | |
| Sort & dispose of old files | | | | |
| Arrange for record storage | | | | |
| UNPACKING | | | | |
| Schedule unpacking & setup | | | | |
| Schedule office furniture setup | | | | |
| FINAL CLEAN UP | | | | |
| Schedule fine tuning of layouts | | | | |
| Remove of all moving labels, etc. | | | | |

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