

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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STAGE OF COMPLETION	PERSON RESPONSIBLE	START DATE	IN PROGRESS	COMPLETED DATE
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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