



# Business Relocation Checklist

## Before the Move

- Develop an office relocation timeline
- Visit the new office space
- Update your business address with USPS, Google MyBusiness, utility companies and partners.
- Create an inventory list
- Prepare new office space
- Organize items to be moved into boxes, clearly labeled with location
- Sort out unwanted junk items
- Notify your customers/clients of your upcoming move and updated contact details

## For Moving Day

- Hire a professional office mover: \_\_\_\_\_
- Hire security: \_\_\_\_\_
- Enlist help from office staff: \_\_\_\_\_

## After the Move

- Donate items you don't want: Local charities, eco-friendly junk removal
- Sell unwanted items: Facebook Marketplace and Mercari are two great starting places.
- Get professional office junk removal services to clean out remaining junk, haul away unwanted items.

Book a Pickup Online:  
<https://goloadup.com>



Book a Pickup By Phone:  
(844) 239-7711