



A SMOOTH MOVE HOW-TO GUIDE: MOVING COMPANY PROPOSAL SUMMARY

Developed by Karen Warner, Commercial Relocation Expert

COMPANY AND LOCATION INFORMATION
Company Name
Target Moving Date

CURRENT LOCATION
Building Address
Suite Number
City, State, ZIP
Size (square feet)
Special Instructions/Building or Location Challenges
Company Contact
Contact
Contact Phone
Contact Email

NEW LOCATION
Building Address
Suite Number
City, State, ZIP
Size (square feet)
Special Instructions/Building or Location Challenges
Company Contact
Contact
Contact Phone
Contact Email

INVENTORY LIST			
Item	Description	Quantity	Notes
	Desks		
	Credenzas		
	Bookshelves		
	Cubicles		
	Task Chairs		
	Conference Tables		
	Conference Chairs		
	Filing Cabinets		
	Desktop Computers		
	Monitors		
	Copiers/Printers/Faxes		
	A/V Equipment		
	Telephone Handsets		
	Other Equipment		
	Office Supplies		

MOVING SUPPLIES			
Supply Type	Description	Quantity	Notes
	File Boxes		
	Small Boxes		
	Medium Boxes		
	Large Boxes		
	Wardrobe Boxes		
	Tape		
	Tape Dispensers		
	Packing Materials		
	Markers		

VENDOR REQUIREMENTS			
Requirement	Description	Yes/No	Notes
	License		
	Insurance		
	Equipment		