



# Quick Reference Guide to your **Smoothest Move Ever!**

- Featuring -

**Karen Warner,**  
Office Relocation Specialist.





## A SMOOTH MOVE HOW-TO GUIDE: RELOCATION BUDGET TEMPLATE

Developed by Karen Warner, Commercial Relocation Expert

### MONTHLY FACILITY EXPENSES

Rent and Other Monthly Expenses	Budget	Actual	Variance(\$)	Variance(%)
Rent				
Insurance				
Communication/Networking Fees				
Utilities				
Common Area Maintenance				
Property Taxes				
Janitorial Services				
<b>Total Monthly Facility Expenses</b>	\$	\$	\$	%

### RELOCATION EXPENSES

Leasing Fee Expenses	Budget	Actual	Variance(\$)	Variance(%)
Attorney Fees				
Architect/Space Planner				
Communication/Network Consultant				
Additional Tenant Improvement, Not Included in Rent				
Security Deposit				
Signage (may be included as negotiated lease term)				
Network Cabling				
Security System, Door Locks, Alarms, etc				
<b>Total Leasing Fee Expenses</b>	\$	\$	\$	%

Moving Expenses	Budget	Actual	Variance(\$)	Variance(%)
Moving Vendor				
Computer Relocation Vendor				
Other Moving Vendors - Equipment/Artworks, etc.				
<b>Total Moving Expenses</b>	\$	\$	\$	%

New Equipment/Furnishing Expenses	Budget	Actual	Variance(\$)	Variance(%)
Phone System				
Office Equipment, Copiers, Fax Machines, etc.				
Conferencing/Audio Visual Equipment				
Computers				
Furnishings				
Supplies				
Breakroom/Kitchen Appliances				
<b>Total New Equipment/Furnishing Expenses</b>	\$	\$	\$	%

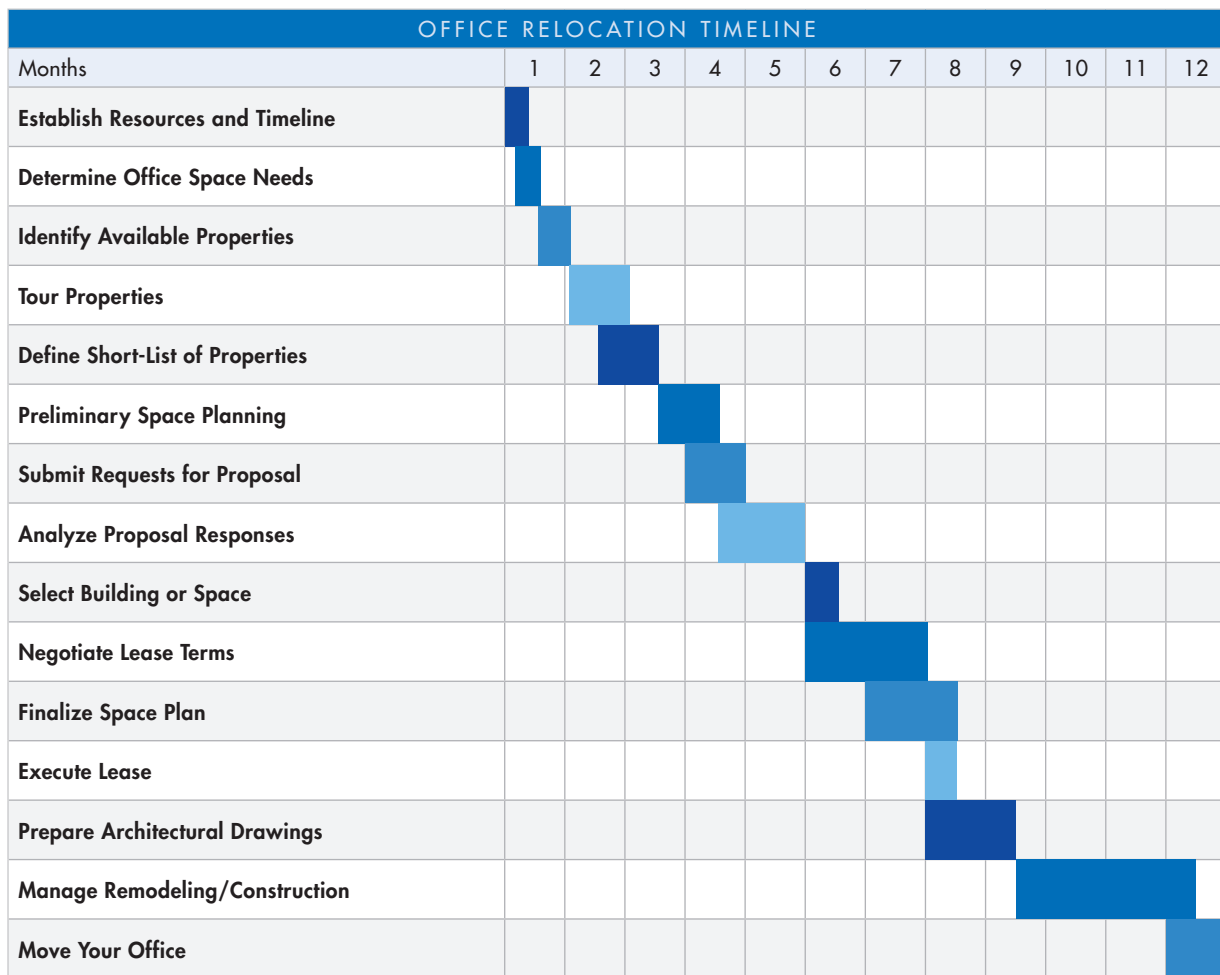
<b>Total Relocation Expenses</b>	\$	\$	\$	%
----------------------------------	----	----	----	---



# A SMOOTH MOVE HOW-TO GUIDE: OFFICE RELOCATION TIMELINE

Developed by Karen Warner, Commercial Relocation Expert

TYPICAL RELOCATION TIMEFRAMES	
Space Size in SF	Timing
500 - 1,500	2-4 Months
1,500 - 3,000	4-6 Months
3,000 - 6,000	6-8 Months
6,000 - 10,000	8-10 Months
10,000 – 25,000	10-12 Months
25,000 – 100,000+	12-18 Months





# A SMOOTH MOVE HOW-TO GUIDE: PROPERTY PROPOSAL SUMMARY

Developed by Karen Warner, Commercial Relocation Expert

PROPOSAL SUMMARY			
Proposal Items	Proposal 1	Proposal 2	Proposal 3
Premises			
Area/Sq.Ft.			
Possession and Commencement			
Occupancy Date			
Lease Term			
Rental Rate			
Security Deposit			
Tenant Improvements			
Option to Renew			
Expansion Option			
Signage			
Access			
Mechanical Systems			
Fire/Safety Systems			
Building Security			
Elevators			





## A SMOOTH MOVE HOW-TO GUIDE: MOVING BOXES SELECTION GUIDE

	Small Office	Executive Office	Conference Room	Cubicle	Reception	Breakroom	Supply Room
<b>Small Boxes</b> (00627,00659, 77142,77138)	4	4	2	2	3	4	8
<b>Medium Boxes</b> (00628,00660, 77172,77139)	2	6	2	2	3	8	10
<b>Large Boxes</b> (00629,77182,77140)	2	4	2	1	3	8	10
<b>File Boxes</b> (07243)	4	6	0	2	2	0	0
<b>Wardrobe</b> (77110)	0	0	2	0	0	1	2
<b>Quilted Pad</b> (77127)	1	2	3	1	3	2	2
<b>Cushion Foam</b> (77121)	1	1	1	1	1	1	1
<b>5"x1000" Stretch Wrap</b> (77124)	0.5	1	1	0.5	1	0.5	0.5





## A SMOOTH MOVE HOW-TO GUIDE: PACKING TIPS

Developed by Karen Warner, Commercial Relocation Expert

### QUICK PACKING TIPS:

- Save time and money by only packing and moving what you will need in the new location; review the Document Retention Policy and carefully purge or store files and donate or dispose of outdated items before your relocation date.
- Consider the size and weight of items when selecting moving boxes. Properly sized boxes will be easier to transport and will better protect your office contents.
- Use high-quality, heavy-duty boxes whenever possible. Durable boxes can be stacked higher on moving carts. This reduces the number of trips between the office and moving truck and can lower the overall cost of the move.
- If employees have personal and/or valuable items, consider asking them to pack and move these things separately to limit damage or potential loss.
- Place any removed power cords in a baggie or plastic sleeve and tape to the specific equipment each belongs with to limit the potential for misplacement.

	Timing Prior to Move
Determine if the moving company will be providing boxes and moving supplies, or if you will be purchasing separately.	<b>150 days / 5 months</b>
If you will be responsible for boxes and supplies, determine quantities required and place order.	<b>120 days / 4 months</b>
Schedule delivery of moving materials to arrive 2 to 3 months prior to your moving date (whether coming from the moving company or an office supplies vendor).	<b>90 days / 3 months</b>
Begin packing non-essential items, archived files and office supplies.	<b>60 days / 2 months</b>
Pack remaining office content except for current work files and critical items needed up until the moving date.	<b>14 days</b>
Employees to pack personal items.	<b>5-7 days</b>
Box equipment that does not typically get daily use (binding machines, laminators, etc.).	<b>5-7 days</b>
Wrap and box telephone handsets and other daily use equipment.	<b>1 day</b>
Final packing of current work files and critical items.	<b>1 day</b>



# A SMOOTH MOVE HOW-TO GUIDE: EMPLOYEE PACKING CHECKLIST

Developed by Karen Warner, Commercial Relocation Expert

	Boxes	Suggested Items
	<p><b>Smoothmove™ Prime Small</b> 00627 - 16"L x 12"W x 12"H</p> <p><b>Smoothmove™ Prime Lift-off Lid Small</b> 00659 - 24"L x 12"W x 10"H</p> <p><b>Smoothmove™ Classic Small</b> 77142 - 15"L x 12"W x 10"H</p>	<ul style="list-style-type: none"> <li>- drawer contents, including pens/pencils, tape dispensers, scissors, desk supplies</li> <li>- small office equipment including telephones, headsets, calculators</li> <li>- fragile items including small plaques and awards, paperweights</li> <li>- computer peripherals including keyboard, mouse, headphones</li> <li>- office supplies including staplers, staples, paper clips</li> </ul>
	<p><b>Smoothmove™ Prime Medium</b> 00628 - 18"L x 18"W x 16"H</p> <p><b>Smoothmove™ Prime Lift-off Lid Medium</b> 00660 - 24"L x 15"W x 10"H</p> <p><b>Smoothmove™ Classic Medium</b> 77172 - 18"L x 15"W x 14"H</p>	<ul style="list-style-type: none"> <li>- over-sized manuals/binders</li> <li>- over-sized magazines and trade journals</li> <li>- desktop printers</li> <li>- small fax machines and scanners</li> <li>- postage meter</li> <li>- desktop computers</li> <li>- small to medium computer monitors</li> <li>- desk lamps</li> <li>- drawer organizers</li> <li>- inboxes/letter trays</li> <li>- small artificial office plants</li> </ul>
	<p><b>Smoothmove™ Prime Large</b> 00629 - 24"L x 18"W x 18"H</p> <p><b>Smoothmove™ Classic Large</b> 77182 - 21"L x 17"W x 17"H</p>	<ul style="list-style-type: none"> <li>- medium-sized office equipment</li> <li>- large computer monitors</li> <li>- monitor stands</li> <li>- standard easels</li> <li>- medium artificial office plants</li> </ul>
	<p><b>Smoothmove™ Wardrobe</b> 77110 - 24"L x 24"W x 40"H</p>	<ul style="list-style-type: none"> <li>- large easels</li> <li>- easel pads</li> <li>- table clothes</li> <li>- church or school costumes</li> <li>- banners/tradeshow materials</li> <li>- large artificial office plants</li> </ul>

\*Boxes with lids are also ideal for items that won't be unpacked immediately after the move, including items that will stay boxed in a supply room or sent to off-site storage.