

CHECKLIST FOR MOVING YOUR BUSINESS



Establish a time frame and determine new location



Contact **Clark Moving** to get a Free, No-Obligation Move Estimate



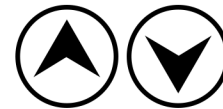
Organize a **Move Plan**; decide on a move date, design furniture layout, purge files, notify vendors of move, etc



Inform employees; make sure they know their responsibilities



Determine a **Packing Schedule**. Receive packing materials from Clark Moving



Reserve elevators and loading docks for move day at both locations



Prepare **Furniture and Office Content** for moving; make sure each piece is properly inventoried, labeled and packed



Relax! Let Clark Moving take it from here. Our Certified Office and Industrial Consultants will handle each step and detail of your move



Enjoy your new location!