

# 10 steps

## to a hassle-free office move



Relocating or expanding your business, whether through choice or necessity, provides a unique chance to review elements of your workplace - how it functions, staff productivity and operating costs. Organising and implementing an office move is unfamiliar for most people. To ensure your move runs smoothly and stress-free, **acs** offers a complete relocation service with effective planning and continual communication throughout the move process. But first take a look at our top 10 things to consider when moving offices.

### 1. Be certain you're ready to move

Moving offices is a big decision, you must be clear that you're in a position to move. Can you do more with the space you currently have? Think about intelligent space planning and the latest innovations in storage. If you are in need of more space for expansion or your lease is expiring, now would be a good time to start the ball rolling.

### 2. Work out your business requirements

Having an overall plan regarding your business requirements will help make your move a smooth process. Think about location, space, time-scales and lease length. This will give you a great starting point and save you time in the long run.

### 3. Choose the right team

Having the right people to take ownership of your office move is essential. They will need to have enough time to invest in the project, be trusted by management, have the authority to act on the company's behalf and have excellent communication and planning skills.

### 4. Begin the process early

The earlier you start your office move process the smoother it will be. Looking at your options months before the expiry of your lease, can get you a better deal and can save your business money.

### 5. Know your budget

Knowing exactly how much you have budgeted on your move is vital to your business, allowing you to take control of your move costs. Writing a document that outlines these costs will assist you in sticking to your budget and making sure you don't find yourself in trouble further down the line.

### 6. Select your preferred partner

Choosing the right partner is essential to the success of your move. They will understand how your business works, talk to you about your needs and give you expert advice. Commercial agents, solicitors and design & fit out companies will help you avoid pitfalls, saving you time, money and hassle.

### 7. Get legal advice

Finding a preferred property solicitor will be beneficial to your business. They will advise you regarding the acquisition of your future property and negotiate your leasing documents. They will help you understand your responsibilities and make you aware of any concerns. Remember don't sign anything until you have consulted your solicitor.

### 8. Communicate your move

Moving offices is a big decision and can unsettle staff. Involving employees will make them feel part of the process. Also, take the opportunity to inform your suppliers and customers regarding your move.

### 9. Promote your brand

Successful branding promotes the vision of your business and this can be carried through to every aspect of your working environment. With creative design, your office can be used to bring your company's brand and message to life for both staff and clients.

### 10. Use the move to your advantage

Moving offices is a great time to clear out all your unwanted files. Think about archiving documents and also upgrading your IT and furniture. Use the time to send out a positive message to customers and potential clients, letting them know you've moved by marketing the occasion.

**To arrange a no obligation meeting to discuss your requirements, please call us now on [01604 704014](tel:01604704014) or email us on [info@acs365.co.uk](mailto:info@acs365.co.uk)**

