

thinking of moving or expanding offices?

we are here to help you



10% OFF

signage, AV & cabling
telecoms, furniture &
interiors as part of
an office move

top tips to help
you move office and
minimise business
down time

office
moveassist ▶

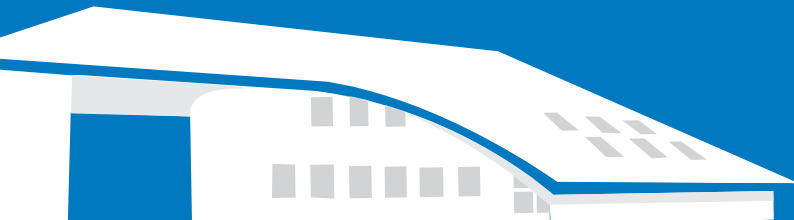
acs

about office move assist

acs offers a FREE guide to help companies that are thinking about relocating or expanding their offices – maximising the chance of a hassle free, on time and on budget office move.

This guide includes checklists and advice that will make the planning and implementation of your office move as smooth as possible.

Please visit www.office-move-assist.co.uk to use our online space calculator, a very handy tool to help you get the best out of your new office space.

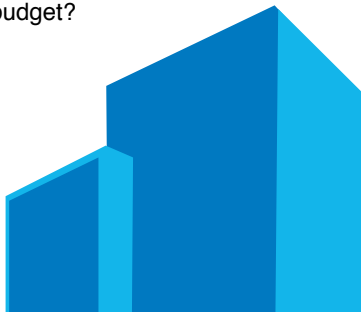


5 steps to a smooth office move

#1 choosing the right office

Choosing the right office is vital to your business. Variables such as location, size, parking and rent can have an impact on any decision.

- Are you looking to increase your office space?
- Are you looking to decrease your office space?
- Have you chosen a property consultant?
- Have you identified your target premises?
- Have you decided a realistic budget?



#2 selecting your preferred partners

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 provide expert advice.

- Have you begun space planning your new premises?
- If so is the service free of charge?
- Will you be utilising existing office furniture?
- Will you be utilising existing IT hardware?
- Does the building need data cabling & floor boxes?
- Will your server room/office space need air conditioning?

#3 planning your move

Moving offices is a big decision. Making the transition as smooth as possible is imperative. Select an office removal company and schedule when installations will take place.

- Have you made a list of all installations for various utilities?
- Have you factored in the order in which installations should be?
- Have you chosen your office removal company?

#4 your move

Moving is a great time to clear out all your unwanted files. Use the time to send out a positive message to customers and potential clients, letting them know you've moved.

- Have you ordered packaging for your equipment/files?
- Do you have floor plans for the removals company?
- Are all items clearly labelled to match the floor plans?
- Have you made a seating plan for staff?
- Are your dilapidation plans in place?
- Have you organised who will be where and at what time?

#5 aftercare

Making sure you are satisfied with any work completed is a must. Note any snagging problems or issues, then sit back and enjoy your new environment.

- Will you take pictures and inspect the site?
- Are there any snagging issues?
- Have you notified everyone of your move?
- Will you be renewing your maintenance agreements etc?

services you'll need



IT, data & telecoms

Where would we be without our IT professionals? When relocating, these people understand the steps required and the timescales involved to successfully transfer your systems - ensuring the process is as smooth as possible. You might also see this as the perfect opportunity to upgrade or refresh your systems with their expert advice. Having the appropriate IT skills on site, these professionals know how to avoid downtime to make your working day as productive as possible during your move.



commercial property solicitors

The legalities of an office move are always going to be tricky. Property solicitors understand that an office 'fit out' is critical to business success, so can coordinate your relocation needs to save you time, money and hassle. These legal professionals are available to manage logistics and risk exposure, whilst also heading up negotiations to nail down terms and agreements.



commercial property consultants

When it comes to securing your office location, you need someone you can trust and someone who understands your local area and market. These professional independent advisors offer impartial advice to suit your needs, ensuring you find the perfect home for your business.



office design & fit out consultants

Most specialists in these areas will offer clients free 3D planning to ensure you are getting the best out of your new office space, helping you to invest in a more efficient workplace. Offering advice on branding and ergonomics for your office environment, design consultants can help you create the right impression.

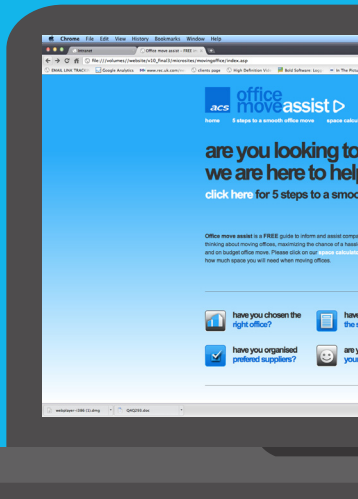


office removals company

Let's face it, relocating wouldn't run smoothly without a company to plan and implement the move. With their expertise, these companies will take into consideration the labelling of existing furniture and equipment to ensure the distribution of your office essentials is fast and efficient - guaranteeing to minimise down time you could experience otherwise.

your office space calculator

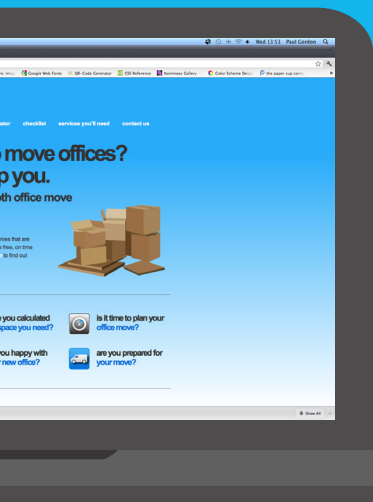
Space calculator is an interactive tool, designed to help you determine the amount of office space your business or organisation requires.



how it works

Office space often includes a number of different working areas, from receptions to meeting rooms and general offices. As you work through the space calculator, you'll have the option to select layouts for each room your business needs and the quantity you require of each.

Once you've finished, you'll be given a summary of what you've selected, and the total office space your business or organisation will require.



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office move

to begin building
your office visit
www.office-move-assist.co.uk/space

a checklist to help you

Keep track of your office move by way of our checklist - created to make your transition as smooth as it should be.

how it works

Each of the 5 sections contains a list of things to consider when moving offices.

Go through the list and tick off each action when completed.

This will give you a structure for your move and may prompt you to consider something that has been overlooked.

Good luck and get ticking!



your office move checklist



1

choosing the right office

- Check your current lease expiry date
- Assign an office move manager
- Agree office move requirements and brief
- Agree budget
- Choose a property consultant and instruct
- View potential properties
- Arrange your property shortlist
- Choose a property solicitor
- Obtain costs on shortlisted properties
- Identify your preferred office and make offer
- Negotiate details of the lease
- Sign lease



2

selecting your preferred partners

- Choose a design and fit out company
- Brief preferred suppliers with your requirements
- Approve fit out company's layout drawings
- Audit current furniture to be taken with you
- Approve quotation for new furniture
- Audit current IT hardware



3

planning your move

- Take staff to view new site
- Brief preferred IT supplier regarding move
- Arrange cabling, furniture interiors, telecoms and IT to be installed, ideally use a Prince 2 qualified IT and furniture company to guarantee a smooth move
- Arrange for utilities to be installed



4

your move

- Choose an office removal company
- Brief and confirm the move date
- Mark and identify items to be moved
- Supply removal company with floor plans
- Order packaging for equipment and files
- Inform all staff of move date



5

after care

- Arrange for dilapidations to take place
- Inspect site
- Raise any snagging issues
- Notify all suppliers, customers and utilities etc of move
- Renew agreements, licensing, leases and insurances
- Update and order new stationery and marketing material

what we do for you

We can help you to lower costs, improve productivity and gain competitive advantage.

IT solutions

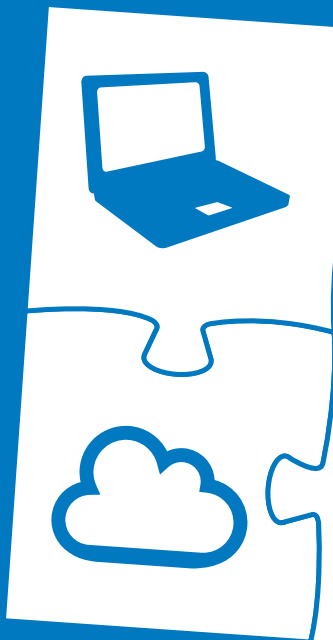
Proactive & proven -
IT that delivers results

- proactive IT support
- security
- virtualisation
- licensing & product supply

cloud 365

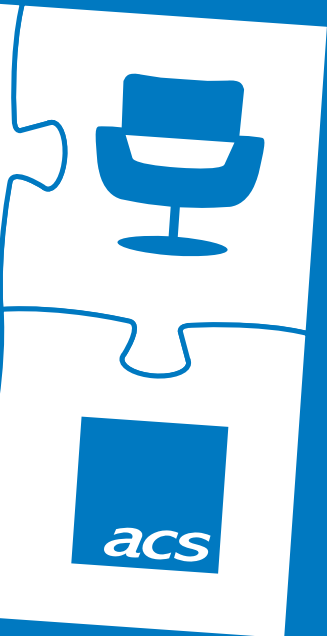
Freedom & flexibility -
secure online services

- private cloud
- backup cloud
- recovery cloud
- collaboration cloud



single
source
supply

helping you
reduce back
office costs



workplace

Fresh & creative ideas -
inspiring productivity

- FREE 3D design •
- showrooms •
- interiors •
- cabling & AV •

the acs team

Bringing it together -
our award winning team

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visit us at www.office-move-assist.co.uk

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FREE consultation