Top 10 Tips – Relocating your office

Supplied by: ACS Office Solutions

Planning an office move can be a daunting task for even the most experienced and successful of companies. It is well known that moving house is one of the most stressful times in a person's life. Imagine the scale this could reach when co-ordinating a business relocation- juggling employees, paperwork, furniture and IT equipment all while continuing to run your company.

To help you ensure your project is completed to schedule with minimum disruption to employees and customers, office solutions and relocation specialist, acs offers its top office relocation tips.

1. Use an office builder calculator to establish how much space you'll need.
2. Speak to local business owners for their advice and recommendations.
3. Confirm your budget and secure any loans.
4. Identify any structural changes you may need to make and apply for any necessary planning permissions.
5. Give thought to your cabling and power requirements. Visit showrooms to trial your furniture and IT equipment.
6. Consult an interior specialist to advise on layout and colour schemes.
7. Involve your employees - show them proposed 3D plans and ask their feedback.
8. Ensure your customers and suppliers are informed of your move.
9. Update your website and headed paper. Re-direct your post and re-register your franking machine.
10. Ensure all redundant IT equipment is disposed of correctly.

acs office solutions is experienced in all areas of business relocation and is proud to deliver a comprehensive and thorough service comprising everything from space planning and cabling services through to IT provision, installation and complete project management and relocation services.

To plan your office move or for free advice, call Ria Stanyer on 01604 704000 or visit www.acs365.co.uk

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