

Moving Guide: Use This Primer to Plan a Business or Personal Move

Move with less stress! We assembled this moving and packing checklist to give you a week-by-week overview of critical tasks.

□ 8 weeks out

- Develop a schedule and budget
- Research and finalize professional moving services
- Change your address with the Postal Service, delivery services, banks and insurers, vendors, etc.
- Order new stationery, business cards and business and wayfinding signs and banners
- Send email and printed announcements with your new business location to customers, partners and vendors
- Order new home or office furniture, retail supplies and equipment

□ 7 weeks out

- Digitize records that don't require hard copies so you don't have to move them; shred sensitive papers
- Use latching storage for vital records (like leases, and medical and insurance information) and a small lockbox for valuables
- Fill a container with day-of-move essentials:
 - Box cutter and scissors
 - Toilet paper
 - Antibacterial wipes
 - Water
 - Snacks
 - Batteries and charger sets for devices
 - First aid kit

□ 6 weeks out

- Create a packing schedule
- Decide which things you'll need right up until moving day and don't pack them early
- Begin sorting items into move, store, donate and recycle categories; pack or dispose these items to avoid additional clutter
- Buy packing and moving supplies, including:
 - Small, medium and large moving boxes
 - Ink-free packing paper to protect breakables (so it won't stain possessions) or as void fill for boxes
 - Stretch wrap for holding drawers and doors in place and grouping small items together
 - Bubble roll:
 - Antistatic for electronics;
 - Self-cling for odd-shaped items;
 - Extra wide for larger items like mirrors, picture frames and wall art
 - 3/16" for surface and scratch protection for individual fragile items
 - 5/16" provides an added layer of protection/padding in the box
 - Moving tape for boxes you're sending
 - Storage tape for boxes you're stowing long term

☐ 5 weeks out

- Avoid making boxes too heavy to carry
 - Use small boxes for heavy items; put lighter items in large boxes
 - Tape all box seams for extra strength (it should look like an H)
 - Surround breakables with 3" of bubble roll to avoid damage
 - Keep contents in place with 2" of packing paper, peanuts or other filler
 - Wrap furniture with stretch wrap to prevent scratches
 - Store packed boxes by room or function so they go on and off the truck in a logical order
 - Keep boxes going to storage in a designated area to avoid confusion
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☐ 4 weeks out

- Measure doorways at your new place to make sure furniture can pass easily
 - Hire professional cleaners to leave your old space tidy
 - Book a locksmith to change the locks at your new location as soon as its ready for occupancy
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☐ 3 weeks out

- Book a tech services pro to help you shut down and set up your network, computers and other crucial devices and software
 - Develop a moving week and post-move staffing plan to mitigate service disruption
 - Reroute auto shipments or scheduled deliveries to your new location
 - Forward medical and dental records to your new providers
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☐ 1-2 weeks out

- Update first aid kit contents
 - Properly dispose of paint, chemicals and other hazardous waste
 - Empty the refrigerator and use up kitchen/breakroom inventory
 - Note your business move on your website or blog to remind customers
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☐ Moving day

- Keep your day-of-box handy
 - Power down critical technology as late as possible so it's first on and first off the truck
 - Reprogram security and entry/exit keypads
 - Test smoke and carbon monoxide detectors
 - Locate fire extinguishers, emergency shelter, water shutoff and circuit box
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Related Articles

- [How to Pack & Move Your Office](#)
- [Shipping and Moving Tape Are Not the Same Thing](#)
- [INFOGRAPHIC: Learn How to Better Prepare Your Packages](#)