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Moving | Maintenance | Shredding
Since 1920

PREMIUM
OFFICE
RELOCATION
PLANNER

○ With MoveMyBiz.com’s Premium Office Relocation Planner, you can organize a successful move at every stage of the process. This guide has the checklists, vendor organizers, and complete budget planner you need to implement the best office moving practices. You’ll know when you should begin preparing for the move, what steps you need to consider, and which professionals you should involve in the process. We have worked to compile the most comprehensive guide possible to help you make smarter decisions during your business relocation, and we will continue to update this guide as we research the latest innovations in office relocation. We at MoveMyBiz.com wish you the best of luck on your move!

TABLE OF CONTENTS

○ Overall Budget.....3-4

Checklists 5-18

○ Potential Vendors Information & Bids..... 19-24

Vendor Organizer..... 25-53

Final Budget.....54-55

Print this Guide to add it to your Office Moving Binder



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OVERALL BUDGET

MOVING BUDGET

	Budget	Bid	Spending
Total Budget	\$	\$	\$
Real Estate	\$	\$	\$
Telephone	\$	\$	\$
Moving Companies	\$	\$	\$
Computers & IT Network	\$	\$	\$
Office Furniture	\$	\$	\$
Business Forms	\$	\$	\$
Carpet	\$	\$	\$
Lighting	\$	\$	\$
Security	\$	\$	\$
Office Design	\$	\$	\$
Office Equipment	\$	\$	\$
Voice & Data	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$	\$	\$

CHECKLISTS

OFFICE SPACE CHECKLIST

Days Before Move	Task	
1 Year	Meet with space planner and key employees to determine needs of new location	<input type="checkbox"/>
1 Year	Decide on broker, begin search	<input type="checkbox"/>
180	Begin negotiating for office space	<input type="checkbox"/>
120	Decide on new space planners to prepare first drawings	<input type="checkbox"/>
120	Examine drawings, make corrections, and send back to space planner to make final drawings	<input type="checkbox"/>
120	Approve final drawings, submit to builder for approval	<input type="checkbox"/>
90	Improvements should begin 60-90 days prior to occupancy	<input type="checkbox"/>
90	Onsite inspections of progress of improvements	<input type="checkbox"/>
1	Prepare punch list for builder	<input type="checkbox"/>

OFFICE DESIGN CHECKLIST

Days Before Move

Task

14 Months Hold a staff meeting to discuss your growing company's needs and changing image.

1 Year Meet with PR consultants and/or advertising agency to discuss the effects of relocation on your company's identity.

 Meet with architect and space planner to evaluate needs.

 Interview several office interior design firms.

11 Months Select interior designer and hold meeting to discuss design ideas.

180 Finalize design plan, including carpet, paint, textiles, furniture, and lighting.

60 Select art and accessories.

30 Begin installation.

1 Schedule a walk-through with your space planner and interior designer to determine that all needs are met.

Days After Move

Task

1 Hold meeting for employee feedback on newly designed space.

NOTES



A series of horizontal lines for writing, consisting of 15 parallel lines.



A second series of horizontal lines for writing, consisting of 15 parallel lines.



A final series of horizontal lines for writing, consisting of 2 parallel lines.

OFFICE FURNITURE CHECKLIST

Days Before Move	Task
1 Year	Hold management meeting to discuss furniture needs <input type="checkbox"/>
180	Contact furniture companies for initial programming (survey of needs) <input type="checkbox"/>
120	Hold second management meeting to discuss suggestions from furniture companies. Get final proposals and check references <input type="checkbox"/>
90	Decide on company and get introduced to customer service representative. <input type="checkbox"/>
90	Have dealer take critical size measurements and place order with manufacturers <input type="checkbox"/>
30	Have dealer on site throughout delivery <input type="checkbox"/>
10	Punch list review with sales representative. <input type="checkbox"/>
Day of Delivery	Confirm the furniture is in perfect condition and report any damages to the representative. <input type="checkbox"/>

NOTES



15 horizontal grey lines for writing notes.



15 horizontal grey lines for writing notes.



2 horizontal grey lines for writing notes.

VOICE AND DATA

CHECKLIST

Days Before Move	Task
180	Meet with your current IT vendor or staff to establish voice and data requirements for new location. <input type="checkbox"/>
170	Send out a survey to the general staff to discover if there are any current issues with your voice and data service. <input type="checkbox"/>
160	Get quotes for your future service requirements. <input type="checkbox"/>
120	Once you have decided on the best vendor, order your service early. <input type="checkbox"/>
90	Call back the voice and data provider to confirm your order for their service. <input type="checkbox"/>
30	A month before your move-in date, the voice and data service should be installed. Have IT staff or vendor test the service to ensure that there are no operational difficulties. <input type="checkbox"/>
Days After Move	Task
30	Double check your voice and data bill for accuracy. <input type="checkbox"/>
60	Meet with your department heads to assess the new voice and data service. Is service still satisfactory? Is a larger bandwidth necessary for more productivity? <input type="checkbox"/>

NOTES







BUSINESS TELEPHONES CHECKLIST

Days Before Move	Task
180	Hold management meeting to discuss needs <input type="checkbox"/>
120	Contact phone companies or telecommunication companies for survey <input type="checkbox"/>
90	Hold second management meeting to discuss suggestions from the potential vendors <input type="checkbox"/>
90	Get final proposals from phone companies <input type="checkbox"/>
90	Select two companies and have them provide demonstrations <input type="checkbox"/>
	Decide on company <input type="checkbox"/>
60	Meet with phone company representative from chosen vendor <input type="checkbox"/>
60	Reserve phone numbers with local company, decide on long distance carrier, VoIP, PBX, etc. <input type="checkbox"/>
60	Schedule phone wires to be installed <input type="checkbox"/>
Days After Move	Task
1	Schedule training sessions for employees to learn the new phone system <input type="checkbox"/>

NOTES







BRANDING YOUR BUSINESS

CHECKLIST

Days Before Move		Task
180	Organize all forms with current company logo, address, or any other kind of branding. Make a list of all those forms in order of priority and take inventory. Order only the amount needed to last the company up until move.	<input type="checkbox"/>
120	Hold a meeting with marketing/public relations staff and possibly an outside consultant to discuss branding and a possible redesign of forms or company logo. Consider how you anticipate the business will change or evolve in the new space and make sure your branding update reflects that change.	<input type="checkbox"/>
120	Meet with an accountant or bookkeeper to discuss any changes to checks, check system, or accounting forms.	<input type="checkbox"/>
90	Contact current or potential new vendors for proposals on printing cost of new forms	<input type="checkbox"/>
60	Review all artwork for new forms and branding	<input type="checkbox"/>
30	Have phone numbers installed or guaranteed by local phone company so that you can print these new numbers on the necessary forms. Place order for priority forms.	<input type="checkbox"/>
10	Make sure that you have final proof approvals for forms and branding no later than this date.	<input type="checkbox"/>
Days After Move		Task
1	Take delivery of priority forms at the new location	<input type="checkbox"/>
30	Place orders for remaining forms	<input type="checkbox"/>
90	Destroy old forms after verifying receipt of new version	<input type="checkbox"/>

CARPETING CHECKLIST

Days Before Move	Task
120	Make appointments with carpeting companies. <input type="checkbox"/>
90	Review proposals <input type="checkbox"/>
90	Check references of companies still being considered. <input type="checkbox"/>
90	Select company. <input type="checkbox"/>
60	Place orders and confirm with vendor. <input type="checkbox"/>

NOTES







LIGHTING CHECKLIST

Days Before Move

Task

- | | | |
|-----|--|--------------------------|
| 120 | Work with space or interior designer to decide the type and style of lighting. | <input type="checkbox"/> |
| 90 | Work with designers and contractors to order lighting fixtures. | <input type="checkbox"/> |
| 60 | Have contractors and electricians install overhead and sconce lighting. | <input type="checkbox"/> |
| 60 | Place your order for smaller lighting fixtures like desk or floor lamps. | <input type="checkbox"/> |
| 10 | Run through all of the lighting to make sure it is in full working order prior to move day. Make any repairs or exchanges if needed. | <input type="checkbox"/> |

NOTES







IT RELOCATION CHECKLIST

Days Before Move		Task
180	Meet with your IT team or specialist and discuss the risk assessment for all data sources. Make sure you have a full inventory of where all your company's vital information is stored	<input type="checkbox"/>
170	Meet with IT vendor and/or staff to review storage inventory and develop a backup plan for your data. Conduct software risk assessment and review all passwords and security.	<input type="checkbox"/>
160	Develop a hardware risk assessment or contingency plan. How long can your business survive until lost, damaged, or destroyed hardware is replaced?	<input type="checkbox"/>
150	Make sure your IT team does a complete backup and test restore several months before the move.	<input type="checkbox"/>
140	Establish a plan for relocating hardware. How will it be moved, and will there be additional personnel needed to ensure the security of expensive equipment?	<input type="checkbox"/>
130	Hire an IT relocation vendor. Get quotes from IT companies that specialize in moving hardware and setting up that hardware in the new location. Check references, making sure that they are insured and their staff is certified and experienced.	<input type="checkbox"/>
120	Contact your insurance broker to investigate business interruption insurance in case of an IT accident.	<input type="checkbox"/>
90	Have the IT team or vendor perform another backup and restore.	<input type="checkbox"/>
80	Establish your hardware security plan with IT specialist and review with staff.	<input type="checkbox"/>

NOTES







IT NETWORK CHECKLIST

Days Before Move	Task
180	Meet with staff to discuss future of company, and determine any requirements of the new network. Discuss any changes in devices that will be connected to the network such as copiers, faxes, scanners, and printers. Plans for IT accidents during the move as well. Can the company afford any downtime? Consider backup plans. <input data-bbox="1458 405 1507 457" type="checkbox"/>
170	Based on information gathered in employee meeting, arrange a meeting with IT staff or possible vendors. Discuss key aspects of move, have a complete evaluation of company's current network, and explore network backup options. <input data-bbox="1458 709 1507 762" type="checkbox"/>
120	Find exact location of necessary network components, based on space planner's design. Make a list of these items and review that everything is accounted for—either already owned or being ordered. Consider modular cabling to accommodate future changes in network. <input data-bbox="1458 940 1507 993" type="checkbox"/>
110	IT staff or possible vendors should create a plan for equipment location in the new office space. Along with this plan, you should be presented with a list of new equipment needed for the space as well as costs. <input data-bbox="1458 1213 1507 1266" type="checkbox"/>
100	Get quotes on products and services needed for the new network. <input data-bbox="1458 1402 1507 1455" type="checkbox"/>
90	Decide on an IT vendor and order necessary products. <input data-bbox="1458 1528 1507 1581" type="checkbox"/>
30	Network cables should be installed. <input data-bbox="1458 1602 1507 1654" type="checkbox"/>
14	IT network should be installed and tested several times. Vendor should be present to measure drops and ensure they are located at correct spots. <input data-bbox="1458 1675 1507 1728" type="checkbox"/>
2-0	Network should be tested again multiple times. Computers, equipment, and workstations should be set up as well. <input data-bbox="1458 1812 1507 1864" type="checkbox"/>
Days After Move	Task
1	Meet with staff to talk about any issues they may be having and create a punch list to present to IT vendor immediately. <input data-bbox="1458 1969 1507 2022" type="checkbox"/>

NOTES







OFFICE PRODUCTS

CHECKLIST

Days Before Move		Task
120	Review previous year's office supply purchases and reevaluate what products are needed on a regular basis.	<input type="checkbox"/>
90	If you need to find a new office supply vendor, contact several companies and make appointments with a sales representative.	<input type="checkbox"/>
60	Review proposals and products, and check references or online comments.	<input type="checkbox"/>
60	Decide on your new vendor and order products that will feature the new logo or address such as rubber stamps or stationary.	<input type="checkbox"/>
30	Make sure your vendor has the new address. Find out when they can begin delivering products to the new location.	<input type="checkbox"/>
10	Begin to pack any non-essential supplies like extra office products.	<input type="checkbox"/>
10	Place the final order of any essential supplies and verify the delivery address.	<input type="checkbox"/>
1	Pack all of the final and daily office products.	<input type="checkbox"/>
Days After Move		Task
1	Check supplies while unpacking and reorder if needed.	<input type="checkbox"/>

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OFFICE SECURITY

CHECKLIST

Days Before Move		Task
90	List and value equipment, supplies, and inventory	<input type="checkbox"/>
	List and value proprietary info, client lists, etc.	<input type="checkbox"/>
	Select three best security options. Call for preliminary cost information	<input type="checkbox"/>
60	Perform cost vs. risk analysis and choose best option.	<input type="checkbox"/>
30	Check references and choose company.	<input type="checkbox"/>
	Meet with company and finalize details.	<input type="checkbox"/>
	Have security company contact building owner, builder, and moving company.	<input type="checkbox"/>
Days After Move		Task
3	Inform and train employees on new security.	<input type="checkbox"/>
180	Reassess needs and costs.	<input type="checkbox"/>

NOTES



Lined writing area with 15 horizontal lines for notes.



Lined writing area with 15 horizontal lines for notes.



Lined writing area with 2 horizontal lines for notes.

MOVERS CHECKLIST

Days Before Move	Task
90	Contact and make appointments <input type="checkbox"/>
60	Review proposals and check references <input type="checkbox"/>
60	Decide on moving company. Sign contracts <input type="checkbox"/>
30	Have Management meeting with moving salesperson <input type="checkbox"/>
30	Contact both building managers to reserve elevator space <input type="checkbox"/>
30	Get Parking permits <input type="checkbox"/>
10	Send moving agenda to all employees <input type="checkbox"/>
2	Complete all packing and labeling <input type="checkbox"/>
2	Visit new location, and label areas <input type="checkbox"/>
2	Arrange to have moving salesperson visit your office and the new location <input type="checkbox"/>

NOTES







**POTENTIAL
VENDORS
INFORMATION & BIDS**

REAL ESTATE

Real Estate						
Real Estate Management companies, Leasing Agents, Real Estate Brokers, etc.						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
						\$
					\$	\$
					\$	\$
					\$	\$

OFFICE DESIGN

Office Design						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
						\$
					\$	\$
					\$	\$
					\$	\$

Space designers, interior design, carpet, lighting, painting, etc.

OFFICE FURNITURE

Office Furniture						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
			Desks, chairs, conference tables, lamps, waiting room couches, cubical dividers, etc.			\$
					\$	\$
					\$	\$
					\$	\$

VOICE AND DATA

Voice & Data						
Voice and data suppliers						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
					\$	\$
					\$	\$
					\$	\$
					\$	\$

NOTES



Section 1 of lined paper for notes.



Section 2 of lined paper for notes.



Section 3 of lined paper for notes.

TELEPHONE

Telephone						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
					\$	\$
					\$	\$
					\$	\$
					\$	\$

NOTES







BUSINESS FORMS

Business Forms						
Includes all office printing needs such as logos, letterheads, business cards, etc.						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
					\$	\$
					\$	\$
					\$	\$
					\$	\$

CARPET

Carpet						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
					\$	\$
					\$	\$
					\$	\$
					\$	\$

NOTES







LIGHTING

Lighting						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
					\$	\$
					\$	\$
					\$	\$
					\$	\$

NOTES









COMPUTERS & IT NETWORKS

Computers & IT Networks						
Companies dealing with the set-up and maintenance of IT needs						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
					\$	\$
					\$	\$
					\$	\$
					\$	\$

OFFICE EQUIPMENT

Office Equipment						
Copiers, printers, fax machines, label makers, etc.						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
					\$	\$
					\$	\$
					\$	\$
					\$	\$

NOTES







SECURITY

Security						
Security guards, security systems, lock systems, etc.						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
					\$	
					\$	
					\$	
					\$	

NOTES







MOVERS

Movers						
Companies specializing in the relocation of office products, furniture, computers, etc.						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
					\$	\$
					\$	\$
					\$	\$
					\$	\$

EXTRA:

EXTRA:						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
					\$	\$
					\$	\$
					\$	\$
					\$	\$

EXTRA:

EXTRA:						
Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
						\$
					\$	\$
					\$	\$
					\$	\$

EXTRA:

Vendor Name	Contact Information	Contact Name	Description and Reviews	Accepted Bid	Budget	Budget Remainder
					\$	\$
					\$	\$
					\$	\$
					\$	\$

VENDOR ORGANIZER

REAL ESTATE

Real Estate

Vendor:		Contract Date:	
Office Team Leader:		Vendor:	
Office Phone:		Office Phone:	
Mobile Phone:		Mobile Phone:	
Email:		Email:	
Fax:		Fax:	
Back-Up Team Leader:		Best Time to Call:	
Office Phone:		Best Method to Call:	
Mobile Phone:		Winning Bid:	
Email:			
Fax:		Sales Department:	
Order Date:		Customer Service:	
Order Description:		Sales Representative:	
		Sales Representative Phone:	
		Sales Representative Mobile:	
		Initial Contact Price:	
Delivery Date:		Billing Dates:	
Confirmed Delivery Date:		Bill Totals:	

NOTES

○ _____

○ _____

○ _____

Real Estate

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:

Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$

NOTES







OFFICE DESIGN

Office Design	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:

OFFICE FURNITURE

Office Furniture	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:

Office Furniture

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:

Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$

VOICE AND DATA

Voice & Data	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:

Voice & Data

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:

Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$

TELEPHONE

Telephone	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:

Telephone

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:

Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$

BUSINESS FORMS

Business Forms	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:

Business Forms

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:

Date	Verified By:	Additional Cost Descriptions	Costs
		Totals	\$

CARPET

Carpet	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:

Carpet

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:

Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$

LIGHTING

Lighting	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:

Lighting

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:

Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$

COMPUTERS AND IT NETWORK

Computers & IT Network	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:

NOTES







Computers & IT Network

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:

Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$

OFFICE EQUIPMENT

Office Equipment	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:

Office Equipment

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:

Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$

SECURITY

Security	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:

Security

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:

Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$

MOVERS

Movers	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:

Movers

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:

Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$

○ EXTRA:

EXTRA	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:



Delivery Date	Items Ordered	Costs
Totals		\$



Date Order Was Verified:

Date Order Was Verified:			
Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$



NOTES







EXTRA:

EXTRA:	
<p>Vendor:</p> <p>Office Team Leader:</p> <p>Office Phone:</p> <p>Mobile Phone:</p> <p>Email:</p> <p>Fax:</p> <p>Back-Up Team Leader:</p> <p>Office Phone:</p> <p>Mobile Phone:</p> <p>Email:</p> <p>Fax:</p> <p>Order Date:</p> <p>Order Description:</p> <p>Delivery Date:</p> <p>Confirmed Delivery Date:</p>	<p>Contract Date:</p> <p>Vendor:</p> <p>Office Phone:</p> <p>Mobile Phone:</p> <p>Email:</p> <p>Fax:</p> <p>Best Time to Call:</p> <p>Best Method to Call:</p> <p>Winning Bid:</p> <p>Sales Department:</p> <p>Customer Service:</p> <p>Sales Representative:</p> <p>Sales Representative Phone:</p> <p>Sales Representative Mobile:</p> <p>Initial Contact Price:</p> <p>Billing Dates:</p> <p>Bill Totals:</p>

Delivery Date	Items Ordered	Costs
Totals		\$

Date Order Was Verified:			
Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$

EXTRA:

EXTRA:	
Vendor:	Contract Date:
Office Team Leader:	Vendor:
Office Phone:	Office Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Fax:	Fax:
	Best Time to Call:
Back-Up Team Leader:	Best Method to Call:
Office Phone:	
Mobile Phone:	Winning Bid:
Email:	
Fax:	Sales Department:
	Customer Service:
Order Date:	Sales Representative:
Order Description:	Sales Representative Phone:
	Sales Representative Mobile:
	Initial Contact Price:
Delivery Date:	Billing Dates:
Confirmed Delivery Date:	Bill Totals:



Delivery Date	Items Ordered	Costs
Totals		\$



Date Order Was Verified:			
Date	Verified By:	Additional Cost Descriptions	Costs
Totals			\$



NOTES



A series of 16 horizontal lines for writing notes, aligned with the first bullet point.



A series of 16 horizontal lines for writing notes, aligned with the second bullet point.



A series of 2 horizontal lines for writing notes, aligned with the third bullet point.

BUDGET

WORKSHEET

FINAL BUDGET

	Budget	Bid	Spending
Total Budget	\$	\$	\$
Real Estate	\$	\$	\$
Telephone	\$	\$	\$
Moving Companies	\$	\$	\$
Computers & IT Network	\$	\$	\$
Office Furniture	\$	\$	\$
Business Forms	\$	\$	\$
Carpet	\$	\$	\$
Lighting	\$	\$	\$
Security	\$	\$	\$
Office Design	\$	\$	\$
Office Equipment	\$	\$	\$
Voice & Data	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$	\$	\$

