

- **How will this move impact my business?**
  
- **Can I best retain productivity by achieving the move in sections / by moving all in one go?**
  
- **How can I ensure access to my new premises to suit my schedule?**
  
- **Do I need to move archive files off site temporarily / permanently?**
  
- **Do I need to move stock off site temporarily / permanently?**
  
- **Do I need to suspend / divert deliveries during the moving period?**
  
- **What will my staff be doing during the move?**
  
- **Are my staff packing their own workstations?**
  
- **Who is dealing with my IT?**
  
- **Will my phone lines be in place / can I divert to mobile phones temporarily?**

- **Do my stationery / advertising / website require updating?**
- **Can I remove / recycle / sell unwanted equipment before the move?**
- **Have I produced a plan of the new premises with key furniture locations marked?**
- **Have desks / workstations been labeled so that each staff member's desk, cabinet, computer & drawer contents are all positioned together in the new premises?**

**There is a lot to think about – these questions are designed to help you form an Action Plan for Your Removal & to generate questions of your own.**

**Our Office & Operational staff will be delighted to discuss options & tactics for the move with you.**

**Your designated project manager will attend a planning meeting with you & your staff if you feel it would be productive.**

**If you do not require an on site meeting, please use the form on the next 2 pages to enable a PP Removals Ltd estimator to formulate a quotation for you.**



Article	Quantity	Cube (office use)
Standard Desk		
Corner Desk		
Desk with return		
Other Desk (specify dimensions)		
Other Desk (specify dimensions)		
Other Desk (specify dimensions)		
2 Drawer Desk Pedestal		
4 Drawer Filing Cabinet		
3 Drawer Filing Cabinet		
2 Drawer Filing Cabinet		
2 Door Lateral Filing Cabinet		
1 Door Lateral Filing Cabinet		
Other Cabinet (specify dimensions)		
Other Cabinet (specify dimensions)		
Other Cabinet (specify dimensions)		
Office Chair		
Meeting Room Table (specify dimensions)		
Meeting Room Chair		
Bookcase Tall		
Bookcase Small		
Other M/Room Items (specify dimensions)		
Other M/Room Items (specify dimensions)		
Other M/Room Items (specify dimensions)		
Computer Monitor F/Screen		
Computer Monitor Large		
Computer Hard Drive		
Printer Small		
Printer Large		
Photocopier Large		
Photocopier Small		
Photocopier Cabinet		
Wall mounted Whiteboard / Picture		
Carton Small		
Carton Large (non-paperwork)		
Archive File Carton		