

7 STEPS TO FOLLOW DURING A COMPANY MOVE



2
GIVE YOUR ADVANCED NOTICE
TO THE LANDLORD



1
FIND ADAPTED OFFICES FOR
YOUR ENTERPRISE



3
INFORM YOUR EMPLOYEES AND
COLLABORATORS



4
DESIGN A PERSON PER SECTOR
IN CHARGE OF THE MOVE



6
PREPARE AND LABEL YOUR
BOXES



5
CHANGE YOUR ADDRESS AND
UPDATE THE IMPORTANT PAPERS



7
DO THE INVENTORY OF YOUR
COMPUTER SYSTEM AND
TRANSFER YOUR INTERNET



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