

Complete Moving Office Checklist



Need help with your move?

Call Selectra on [01 903 6556](tel:019036556) to get set up with your utilities in one easy phone call!

6 Months Before

- Have a look at your current lease
- Prepare for decommissioning
- Set your moving office budget
- Research removals companies

3 Months Before

- Decide a moving date
- Talk to your landlord
- Get moving supplies
- Sort out utilities
- Take a look at your new premises



Get the best broadband deal for your home!

Call us here at Selectra on [01 903 6556](tel:019036556) to get set up on the best broadband and TV deals!

1 Month Before

- Work out a floor plan
- Sort out storage
- Begin packing
- Make sure IT are aware

2 Weeks Before

- Make sure to update address
- Remind employees to pack up



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2 Days Before

- All essentials packed
- Final walkthrough



Everything in order?

Get the best out of your move by saving money on your gas, electricity and broadband all in one go!

Call us now on

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