

## One month before moving

- Inform the building authorities about the move and do the needful paperwork
- Set a deadline to prevent loss of time
- Make an announcement to your clients
- Inform the vendors and request cancellation of services
- Clear outstanding dues related to the premises
- Hire a moving company
- Finalize a plan of action
- Make necessary arrangements for the new office

## 10 days before moving

- Assign department heads to take care of their respective team
- Constantly coordinate with the moving company
- Be updated about the packing process and departments completed
- Get rid of unwanted things
- Update the digital address
- Hire a moving company
- Make arrangements to avail services at the new office

## On the day of moving day

- Supervise and monitor while packing
- Check if the boxes are packed securely
- Count and label the packed boxes
- Ensure that the labors are using the elevators and exits reserved for them
- Instruct the labors to be careful of not disturbing others
- Collect insurance papers
- Read the declaration before signing
- Note down the consignment details

## On the day of moving day (Continued...)

- Make part payment
- Note vehicle details
- Cross check and turn off the electricity
- Lock the premises and submit the keys to the authorities

## Listed 19800+ Packers and Movers in PAN India

Fill your house shifting, office relocation, vehicle transport details and get moving quotes from Sulekha verified Packers and Movers in your city and make your packing and moving very simple, easy, safe and economic.

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