Maryland Office Moving Company Releases Office Moving Guide

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Treasure Moving Company, a company based in Rockville, MD, has recently released a complete office moving guide. The new blog post provides a step-by-step guide on how to plan an office move. The article explains that the first step is to fully understand the basic components of an office move and making sure that everything is ready.

First of all, it is a good idea to check if the current business insurance can cover the process of moving. If not, it may be necessary to get supplemental insurance coverage for the specific occasion. It is also advisable to make a list of all the furniture, equipment, and other items inside the current office space to prevent any confusion when it is time to pack up and then unload. This preparation may involve taking pictures or making diagrams of the office layout, which can be helpful particularly when using the assistance of professional movers in the office moving process. It is also important to inform the office staff about the planned move and when it will happen.

Fedor Kozlov, President and CEO of Treasure Moving Company, says, ?A lot of business owners are faced with the question of how exactly to relocate their business. Whether it is because they need more space, want a change in scenery, or are looking for lower rent/costs, there are many reasons to move your office. If you?re thinking about relocating your business and have some questions on how best to go about planning an office move, then this guide will be helpful.?

The Maryland office moving company?s new blog post also provides guidance on what to do 26 weeks before the move. During this time the steps to take include: assessing the existing office space needs before planning the move; evaluating the needs of the business in terms of office space; gathering all the documents and files currently found in the office; examining each document or file to determine if there is any confidential or sensitive information and then shredding those documents or files; determining what would be required for the new office space; ensuring that the new office space will be large enough for all work requirements;

establishing a timeline for when certain things need to be finished; and planning how much time will it take to move everything from the current office space to the new office space.

There are also a number of steps to take around 13 weeks before the office move. These include: starting to pack up the things found in the existing office space; listing all of the things that must be done before the office move; making an office checklist with everything on the list and working through the checklist one by one; obtaining a quote from the chosen office moving company; taking pictures or videos of anything that could be difficult to relocate, such as fragile items; taking a look at the new office space in advance; sending an email to all employees regarding the planned office move; meeting with IT and HR staff to find out if they have any concerns or needs during the transition period; finding out if there are any licenses or permits needed to run the business at the new office location; organizing files on the computers; and backing up of computer data.

Treasure Moving Company is a fully licensed and insured commercial moving company based in Rockville, Maryland, with professional movers serving the Washington DC metropolitan area. With their 20 years of experience in the moving industry, their services have been regarded as excellent due to their skilled, experienced, and reliable team, including their willingness to go the extra mile. Their services include: residential moving, packing services, long distance moving, commercial moving, small job moves, and piano moving.

Those who are interested in getting the services of Maryland commercial movers can check out the Treasure Moving Company website, or contact them through the telephone or via email. They are open from 9:00 am to 6:00 pm, from Monday to Sunday.

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For more information about Treasure Moving Company, contact the company here:Treasure Moving CompanyFedor Kozlov(855) 715-6683info@treasuremoving.com12140-A Parklawn Dr, Rockville, MD 20852

Treasure Moving Company

Treasure Moving Company provides local moving and long distance moving services to Rockville, Maryland and the surrounding areas in Maryland, DC & Virginia.

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