











moving premises



your checklist

Well done for finding your new premises. Our step by step guide is designed to help make the going easy. If you need any further advice, please don't hesitate to contact our Business Movers Team on 0845 166 3360[†].

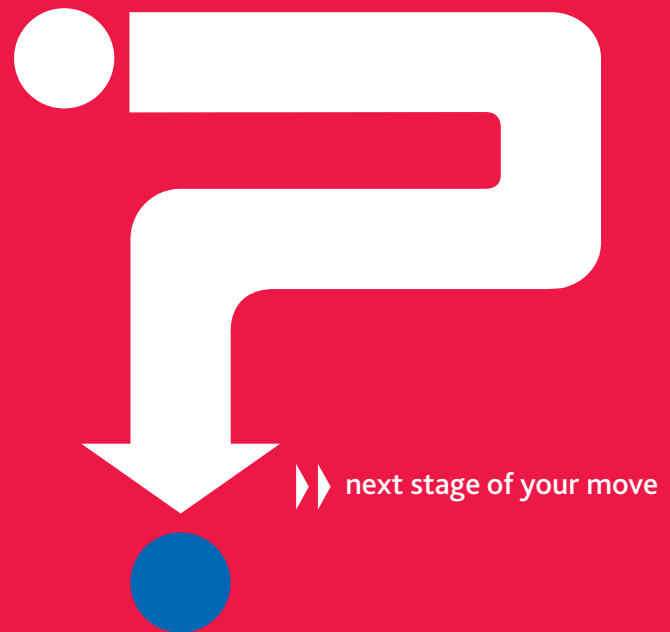
Simply click on the relevant link opposite, depending on where you are in the moving process.

-   6 months to your move
-   3 months to your move
-   1 week to your move
-   moving day
-   1 week after your move

6 months to your move:

- Start **planning** around six months before your moving day – and try to plan your move during one of your quieter business periods to minimise disruption
- Before you tell anyone else, make sure your **staff** are fully informed so they feel a part of the decision. Be sure to think about how the relocation will affect them and what their contractual rights are
- Develop a '**moving team**' with a nominated '**moving champion**' who can make sure everything happens on schedule
- Ask your 'moving champion' to produce a **moving plan** – this should include completion dates for each task, and who's responsible for achieving it
- Speak to **removal companies** at a very early stage and brief them thoroughly. It's a good idea to check that they've suitable insurance to cover the types of equipment you'll be moving
- Get a **survey quote**
- Get a **conveyancing quote**
- Complete any **legal transactions** to dispose of the old premises and acquire the new premises
- If you're not an npower customer, check the conditions of your electricity and gas supply contracts

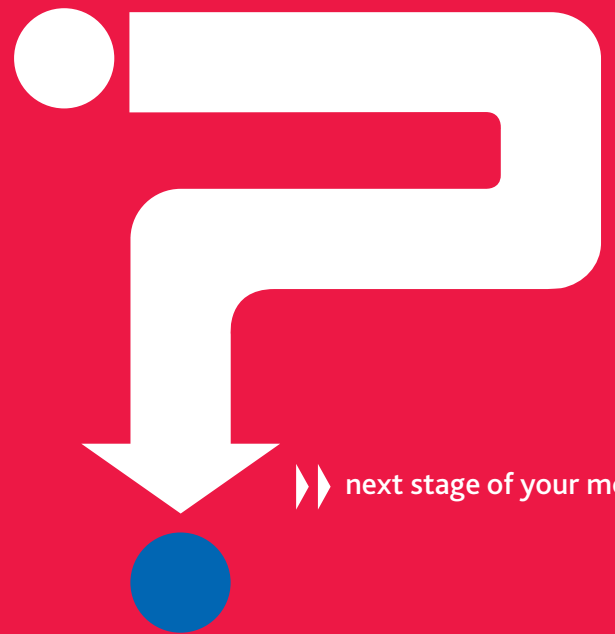
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3 months to your move:

- **Measure** the property/premises yourself – you can't always rely on measurements provided to you (If the area turns out to be less than you've been told, this could mean you can pay a lower rent!)
- **Visit the property several times** – and at different times of the day so you get a good look at decoration needs, heating, lighting, and the impact of other businesses operating in the same building
- Think about the **energy usage** in your new premises – it's a great opportunity to make these the greenest premises you've ever been in – which could save you money and help the environment at the same time. You'll find some great ideas at www.npower.com/smartstart, even if you're not thinking of moving!
- Prepare a **detailed plan of the new premises** and mark on where people will sit and where equipment will be relocated
- Think about your **IT and telecoms** needs – you may need to pre-arrange specialist help for relocating your support systems
- Order your **updated stationery and marketing materials** with your new address and contact details
- Arrange for your mail to be **redirected**
- If you're changing telephone numbers, you'll also need to **redirect your phone calls**
- Notify your **insurers** of the move to make sure you're covered throughout

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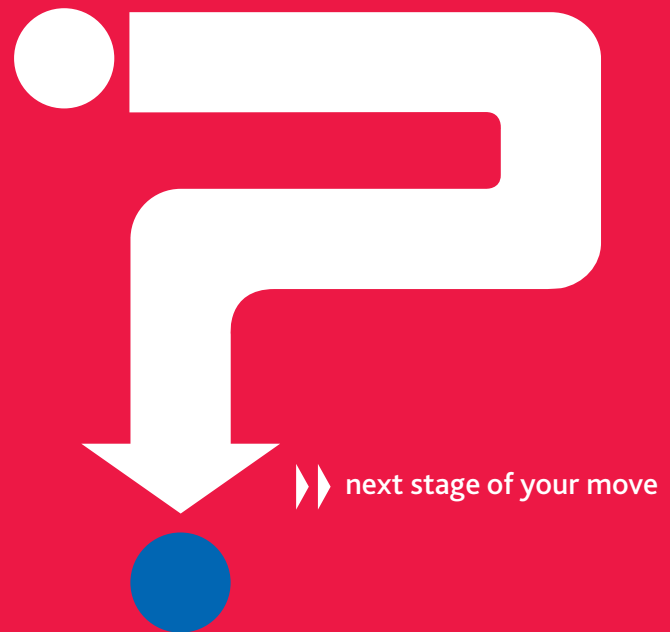


▶▶ next stage of your move

1 week to your move:

- Use a **clear labelling system** for everything that's to be moved so you can see where it will go in the new premises
- Clear out and **dispose of unnecessary clutter** – remember, local charities could be delighted with some of your old equipment!
- **Back-up your IT systems** in case anything is damaged in the move
- Keep a **hard copy of the contact details** for all suppliers, customers and employees in case of any problems during or immediately after the move
- **Tell the world!** Use your change of address as a great marketing opportunity – it's a great good news story for customers and suppliers so make sure you use it well!
 - **Remember to contact your**
 - **Bank / building society**
 - **Mobile phone provider**
 - **Insurance provider**
 - **Broadband provider**
 - **Local council**

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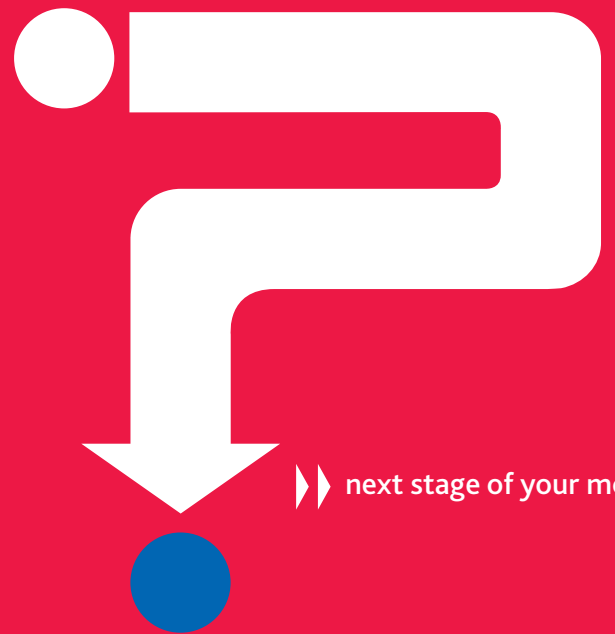


▶▶ next stage of your move

moving day:

- Take your **meter readings** at the old and new premises
- Set up your **electricity and gas** supply at your new premises – call npower on **0845 166 3360**[†] and we'll sort it all out for you
- Distribute a **new telephone list** with new extension numbers
- Make sure staff know where all **fire exits** are and the new fire drill
- Ensure staff members are aware of any new **health and safety requirements**, and the location of your main first aider

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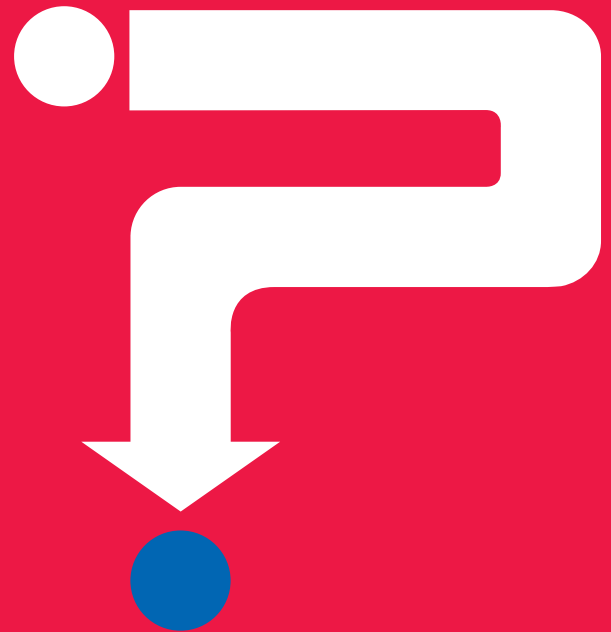
▶▶ next stage of your move

[†]Lines open 8.30am - 5.30pm, Monday to Friday. Calls may be monitored or recorded for quality and security purposes. Calls from BT landlines will be charged at 5p per minute. The price of calls may vary with other operators. Please check with your operator for other charges.

1 week after your move:

- Inform the **Inland Revenue** of your new address
- Carry out an **energy efficiency audit** of the premises to see where you could make savings on your energy usage – your SmartStart energy survey will help
- Replace all **light bulbs** with energy efficient ones, to start saving money straight away
- Nominate an **Energy Champion**, to take your team through the downloadable Energy Efficiency presentation at www.npower.com/smartstart. Energy-saving habits can help save money and the environment
- Carry out a **fire alarm test**
- Tell your team about **local amenities**
- Consider a **moving in party** and invite your key clients – what better reason to get in touch!

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†We may monitor and/or record calls for security, quality or training purposes. Calls from BT landlines to numbers beginning with 0800 may be free. The price of calls may vary with other operators and calls from mobiles may be considerably higher. Please check with your operator for exact charges.

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