



Your Office Move "To Do" List

Traditional Office Space



- | | | |
|--------------------------|---|--------|
| <input type="checkbox"/> | Arrange phone services | ✓ Done |
| <input type="checkbox"/> | Purchase phone and phone system | ✓ Done |
| <input type="checkbox"/> | Set-up phone system | ✓ Done |
| <input type="checkbox"/> | Arrange internet services | ✓ Done |
| <input type="checkbox"/> | Arrange utility services | ✓ Done |
| <input type="checkbox"/> | Buy conference room furniture/equipment | ✓ Done |
| <input type="checkbox"/> | Set-up conference room equipment | ✓ Done |
| <input type="checkbox"/> | Purchase kitchen equipment/supplies | ✓ Done |
| <input type="checkbox"/> | Set-up kitchen | ✓ Done |
| <input type="checkbox"/> | Arrange coffee/beverage service | ✓ Done |
| <input type="checkbox"/> | Buy reception furniture | ✓ Done |
| <input type="checkbox"/> | Set-up reception area | ✓ Done |
| <input type="checkbox"/> | Hire receptionist | ✓ Done |
| <input type="checkbox"/> | Lease copier | ✓ Done |
| <input type="checkbox"/> | Arrange postage meter/postage account | ✓ Done |
| <input type="checkbox"/> | Buy fax machine | ✓ Done |
| <input type="checkbox"/> | Set-up fax machine | ✓ Done |
| <input type="checkbox"/> | Manage office security/keys | ✓ Done |
| <input type="checkbox"/> | Design/manage tenant finishes | ✓ Done |

