

# BMG

BUSINESS MOVING GROUP

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(949) 866-4583

A LEAD-MAGNET PLANNING GUIDE

# The Business Moving Guide.

Plan your office, warehouse, or commercial relocation without losing a day of operations.

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*Your Move, Our Mission.*

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**Who this guide is for.** Office managers, facility leads, and ops teams planning a commercial move in the next 12 weeks. We've used this framework on 500+ moves across Orange County and Los Angeles since 2009 — it's the same playbook our project managers run today.

## CHAPTER 01

# The 5 phases of a business move

Every commercial relocation, whether a 12-person office or a 200,000-sqft warehouse, runs through the same five phases. Skipping any one of them is where moves go sideways — usually expensively.

## 1 — Discovery & planning (12–8 weeks out)

Confirm the new lease, target move date, and stakeholders. Identify the internal move committee — typically one decision-maker, one ops lead, one IT lead, one facility/HR lead. This is also when you should be shortlisting movers.

## 2 — Walkthrough & quote (8–6 weeks out)

A reputable commercial mover comes on-site, documents every item, checks freight elevator dimensions, dock heights, and any sensitive areas, and produces a written, all-inclusive fixed-price quote. If a mover quotes hourly without a walkthrough, walk away.

## 3 — Pre-move logistics (6–2 weeks out)

Floor plans for the new space, color-coded labeling system, IT cutover schedule, COI submitted to both buildings, freight elevator slots reserved, parking permits pulled. Boxes and crates delivered. Team communications go out.

## 4 — Move day(s)

Disassembly, packing, transport, unloading, reassembly, floor-plan placement. For zero-downtime moves, this happens overnight or across a weekend so your team walks in Monday to a fully operational space.

## 5 — Post-move (week 1 after move)

Final walkthrough at the new space with the project manager. Empty crate pickup. Old-space decommissioning if applicable. Punch-list items resolved. Lease deposit on the old space is on the line — broom-clean handoff matters.

**CHAPTER 02**

# The 12-week office move checklist

Hand this to your move committee at the kickoff meeting. Each block covers a 2-week window. If you're starting closer to move day, compress the early blocks but don't skip them.

## 12–10 weeks out

- Confirm new lease, target move date, and any blackout dates
- Form internal move committee (Ops, IT, HR, Facilities)
- Begin shortlisting commercial movers (3–5 candidates)
- Start drafting the floor plan for the new space

## 10–8 weeks out

- Schedule on-site walkthroughs with shortlisted movers
- Collect written fixed-price quotes
- Decide on Released Value vs. Full Value cargo protection
- Review COI requirements with both building managers

## 8–6 weeks out

- Sign with mover, lock the date
- Finalize floor plan and label-color scheme
- Notify employees of move date and packing protocol
- Begin IT inventory: servers, switches, cables, AV equipment

## 6–4 weeks out

- Submit change-of-address (USPS, vendors, payroll, banks, insurance)
- Update website and Google Business Profile
- Schedule IT vendor for new-space network installation
- Order new business cards / signage if applicable

## 4–2 weeks out

- Boxes and crates delivered to your office
- Color-coded labels and instructions distributed to staff
- Confirm freight-elevator slots and dock times with both buildings
- Submit COIs to both property management offices

## Move week

- Final walkthrough with project manager
- Last-day staff packing — anything unlabeled doesn't move
- IT prepares for cutover; servers go last, come up first
- Confirm parking permits are pulled and posted

## CHAPTER 03

# 5 pitfalls that blow up business moves

## 1. Hourly billing surprises

An hourly mover's quote is an estimate. The number on the contract is not the number you pay. Freight elevator delays, traffic, packing-material upcharges, weekend overtime — all billed back. Budget overruns of 30–80% are common on hourly commercial moves. Always insist on a fixed, written, all-inclusive quote.

## 2. Freight elevator delays

In high-rise office buildings, elevator slots must be reserved in advance, sometimes weeks ahead. Showing up on move day to discover another tenant is using the freight elevator can cost half a day. Ask your mover specifically how they reserve and confirm elevator slots.

## 3. COI hold-ups

Both the origin and destination buildings will require a Certificate of Insurance from the moving company before allowing them on-site. If the COI doesn't list the right additional insureds in the right format, the building can refuse access on move day. The mover should submit COIs at least 5 business days before the move.

## 4. Missed IT cutover

Servers don't arrive until last and need to come back online first. If the network at the new space isn't live before desks arrive, the move stalls. Schedule your IT vendor (or internal team) to be at the new site before the trucks pull up — not after.

## 5. Lost inventory

Without a labeling system, items disappear into 'general' boxes and spend a week being sorted at the new space. Every box, crate, and piece of furniture must have a label that maps to a specific room or bay on the new floor plan. Unlabeled items don't get moved — that's the rule.

## CHAPTER 04

# 10 questions to ask any commercial mover

Use these on the walkthrough call. A reputable commercial mover will answer all of them clearly and put the answers in writing. If anything comes back vague, that's a signal.

- Is the quote a fixed all-inclusive price, or an hourly estimate?
- What specifically is included — packing materials, weekend overtime, stairs, long carries?
- Will I have a named project manager? Can I have their direct phone?
- What's your insurance — commercial liability and cargo (Released vs. Full Value)?
- How do you reserve freight elevator slots and submit COIs to building management?
- How do you handle IT equipment, server racks, and network gear?
- What's your labeling and floor-plan-placement system?
- Can you do the move overnight or over a weekend so we don't lose business hours?
- How long have you been operating, and how many commercial moves do you do per year?
- What happens if the move runs over the planned hours? Who absorbs the cost?

**Red flags to watch for:** hourly-only quotes, no on-site walkthrough before quoting, vague answers about insurance or COI process, no named project manager, refusal to put the price in writing, or pressure to sign on the spot.

## CHAPTER 05

## Why fixed pricing protects your budget

Hourly commercial moves are a transfer of risk from the mover to you. If the freight elevator's slow, you pay. If traffic on the 405 is bad, you pay. If the crew runs into something the mover didn't anticipate, you pay. The fixed-price model puts that risk back where it belongs.

On every BMG move, the number on the quote is the number on the invoice. If we underestimate the move, we absorb the cost. That discipline forces us to do thorough walkthroughs, build accurate floor plans, and reserve every elevator slot ahead of time — because if we don't, we eat the overage.

What's included: labor, trucks, fuel, packing materials, disassembly and reassembly, \$2M commercial liability insurance, named project manager, floor-plan placement, and a final walkthrough at the new space. What's not added later: stairs, long carries, weekend overtime, packing surprises. None of it.

## CHAPTER 06

## Next steps

If you're 8–12 weeks out from a move, the highest-leverage thing you can do today is book an on-site walkthrough with a commercial mover. Even if you don't end up hiring us, the walkthrough surfaces constraints — elevator, dock, parking, COI, IT cutover — that need to feed into your planning anyway.

**Book a free walkthrough**

**30 minutes. No obligation. Written  
fixed-price quote within 24 hours.**

**Or call us directly  
(949) 866-4583**

Mon–Fri, 7am–6pm Pacific

**Business Moving Group** · [businessmoving.com/booking](https://businessmoving.com/booking) · [info@businessmoving.com](mailto:info@businessmoving.com)

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