

# Office Moving Budget



Properly budgeting for office relocation is an essential part of a successful move.

So many factors affect the overall cost, it's hard to provide an accurate budget based on square footage. The best recommendation is to have Oler Relo perform a site survey to inventory of your current furniture and provide an overall cost to move.

Even if you are considering a new furniture purchase or not sure what is moving, a good initial budget for moving what you have is the best starting place.

Moving is also a catalyst for major purchases including new phone systems, furniture and IT infrastructure. That needs to be budgeted. Moving also has unintended costs like storage, archiving and decommission of old furniture or electronics.

You may also incur fees from a tenant representative broker, project manager, consultant or attorney. Marketing cost need to be included for informing clients and customers about your new location.

Don't forget early lease termination penalties or double lease payments if your current lease has not expired.

## Cost Per Sq. Ft. Based on Company / Facility Type:

Contents and PC Move - (IT Firms – Large Companies purchasing new furniture)	\$ 0.50 to \$1.00 Per Sq. Ft.
Traditional Furniture Moves (Administrative & Engineering Companies)	\$ 1.25 to \$2.00 Per Sq. Ft.
Mixed Furniture Moves (Cubicle/Traditional) (Marketing, Services Companies, Call Centers)	\$ 1.75 to \$3.50 Per Sq. Ft.
Warehouse Moves (Distribution & Services Companies)	\$ 1.50 to \$5.00 Per Sq. Ft.

## Total Relocation Cost:

Build Out (or)	\$ 5.00 to \$ 40.00 Per Sq. Ft.
New Construction	\$ 50.00 to \$90.00 Per Sq. Ft.
Architectural Design	\$ 1.00 to \$ 5.00 Per Sq. Ft.
IT – Data Cabling	\$ 5.00 to \$ 10.00 Per Sq. Ft.
Office Move	\$ 0.50 to \$5.00 Per Sq. Ft.
<b>Total Range for Relocation Budget</b>	<b>\$ 11.50 to \$110.00 Per Sq. Ft.</b>

In conclusion if you are working on a budget for your company's relocation plan to not only budget money but lots of time!



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