



Office Moving Budget

Properly budgeting for the office relocation is an essential part of a successful move. So many factors affect the overall cost it is hard to provide an accurate budget based on square footage. The best recommendation is to have oleRRelo 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 need to be budgeted. Moving also has unintended cost like storage, archiving and decommission of old furniture or electronics. One might 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 Sqft Based on Company / Facility Type:

<u>Contents and PC Move</u> <i>(IT Firms – Large Companies purchasing new furniture)</i>	\$ 0.50 to \$1.00 Per Sqft
<u>Traditional Furniture Moves</u> <i>(Administrative & Engineering Companies)</i>	\$ 1.25 to \$2.00 Per Sqft

Mixed Furniture Moves (Cubicle/Traditional) \$ 1.75 to \$3.50 Per Sqft
(Marketing, Services Companies, Call Centers)

Warehouse Moves \$ 1.50 to \$5.00 Per Sqft
(Distribution & Services Companies)

Total Relocation Cost:

Build Out \$ 5.00 to \$ 40.00 Per Sqft

New Construction \$ 1.25 to \$2.00 Per Sqft

Architectural Design \$ 1.75 to \$3.50 Per Sqft

IT – Data Cabling \$ 1.50 to \$5.00 Per Sqft

Office Move \$ 0.50 to \$5.00 Per Sqft

Total Range for Relocation Budget \$ 11.50 to \$110.00 Per Sqft

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