

Office Relocation Budget Planner

Plan every relocation expense before moving day and avoid unexpected costs.

1. COMMERCIAL REMOVALS & LOGISTICS COSTS

Expense Category & Scope	Estimated (£)	Actual (£)
Professional Commercial Removal Crew <i>Sameday Removals business fleet, loading team & mileage.</i>	£ _____	£ _____
Security Crate Hire & Packing Materials <i>Numbered sealable plastic crates, monitor boxes & anti-static wrap.</i>	£ _____	£ _____
Out-of-Hours / Weekend Move Surcharge <i>Premium weekend scheduling to prevent operational downtime.</i>	£ _____	£ _____

2. IT INFRASTRUCTURE & TELECOMS MIGRATION

Expense Category & Scope	Estimated (£)	Actual (£)
Commercial Leased Line & Fiber Installation <i>ISP civil works, dedicated fiber circuit & router setup fees.</i>	£ _____	£ _____
Server Room Relocation & Specialized Cabling <i>Server rack decommission, structured Cat6 cabling & UPS testing.</i>	£ _____	£ _____
VoIP Phone System & Cloud Rerouting <i>Phone extension transfers, cloud migrations & test provisioning.</i>	£ _____	£ _____

3. PROPERTY DILAPIDATIONS, FIT-OUT & ADMIN

Expense Category & Scope	Estimated (£)	Actual (£)
Old Premises Dilapidations & Reinstatement <i>Restoring original tenancy condition, wall patching & deep cleaning.</i>	£ _____	£ _____
New Office Space Planning & Furniture Fit-Out <i>Desking, ergonomic seating, boardroom layout & acoustic panels.</i>	£ _____	£ _____
Legal, Lease Assignment & Council Permits <i>Solicitor fees, stamp duty, parking suspensions & signage updates.</i>	£ _____	£ _____

TOTAL PROJECTED BUDGET

TOTAL ACTUAL EXPENDITURE

NET DIFFERENCE (+/-)

COMMERCIAL RELOCATION TIP FROM SAMEDAY REMOVALS

Factor in both physical relocation and IT commissioning costs early. Scheduling your office move over a Friday evening and weekend ensures IT infrastructure is fully tested and ready for staff arrival on Monday morning with zero operational downtime.