



5 WAYS TO MAXIMIZE YOUR OFFICE TRANSITION BUDGET

An office transition marks a major milestone for your company. You're moving to a new space that better fits your needs, whether you're expanding, downsizing, or adjusting your priorities.

While this transition can become both overwhelming and expensive, there are steps you can take to minimize your stress and maximize your budget throughout the process. Follow these five tips, and make your move as smooth and cost-effective as possible.

MAKE A MASTER CHECKLIST

The last thing you want is to arrive on moving day and realize you've forgotten something essential. Take the time to map out a comprehensive checklist of everything your company needs to do as part of your office transition.

Work backwards from your move date, and assign a timeline to each action. What external deadlines affect your plans? Who do you need to notify? What vendors or partners do you need to book? How much advance notice does each one need? Use this 10-step office transition checklist as a starting point.

LEAVE PLENTY OF LEAD TIME

The best way to protect your office transition budget is to start early. Last-minute moves become chaotic and costly, and you rarely end up with what you want.



Furniture selection, for example, depends heavily on how much lead time you have. Most manufacturers need a minimum of 4 to 6 weeks for furniture delivery, and some require 8 to 12 weeks. If you have a tight turnaround on furnishing your new office, you'll find yourself with a limited inventory to choose from; instead of browsing 200 manufacturers, you may only have 10 options. A short timeline might also demand a two-phase delivery process, which doubles your labor fees. Start planning several months in advance, and work with a company that offers turnkey services that manage every detail of your move.

PUT SPACE PLANNING FIRST

Evaluate your current office and how your employees work within it. What works and what doesn't? What furniture do you want to keep for your new space? How much storage and power do you need? What teams need to work near each other?

Plan a layout for your new office that improves on your current space. Use this plan to determine what furniture you need to buy, and where you can repurpose existing pieces.

DECIDE WHAT'S MOST IMPORTANT

If you don't have an unlimited office transition budget, you have to prioritize your efforts. Determine what is most important in your new office, and invest in that first.

For instance, many companies want to focus primarily on collaborative spaces and employee health benefits. These businesses will dedicate a significant portion of their transition budget to furnishings that support these objectives: ergonomic seating, sit-to-stand desks, and "resimercial" areas with comfortable seating and meeting spaces.

FIND THE BLEND OF FURNITURE THAT FITS YOUR SPACE

A single dealer is unlikely to have all of the furnishings you need for your new office. Shop around for new furniture, and be open to repurposing existing pieces.

At Rightsize Facility, we aren't aligned with any one dealer, so we offer our clients a huge selection of products. We select the best pieces that fit their needs, and we act as an advocate for them to stay within their budget. Rightsize's **BLEND** **SOLUTION** combines new, refurbished, and pre-owned furniture to provide the best value and flexibility.

Find out more about Rightsize Facility's **PLAN** and **FURNISH** services for your office transition.

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