

# UK Companies Take The Strain Out Of Business Relocations With Free Moving Office Checklists And Guides

Submitted by: WestWon

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DreamOffice.co.uk (<http://dreamoffice.co.uk>) the new interactive website designed to take the stress out of company moves has just launched 7 new 'Keyhole Guides' to Moving Office (<http://dreamoffice.co.uk/keyhole-guides/>). Written in plain English, the latest titles cover essential topics such as budgeting for an office move, finding the perfect location and tips about signing an office lease as well as insights into office furniture and fit-out and how to best manage IT in a transition.

Companies planning their office move can download these and other free moving office checklists and guides from the Dream Office website. They can also benefit from the Dream Office Moves free 7-stage Project Plan (<http://dreamoffice.co.uk>), which provides an easy way to build a personalised office relocation plan simply by answering a series of pertinent questions. And access the Perfect Partners (<http://dreamoffice.co.uk/perfect-partners/>) for office moves.

The new free downloadable 'Keyhole' Guides to office moving are:

- Tips on signing a lease
- Furniture and fit-out
- IT and Comms
- Changing Company Culture With a Move
- Finding The Best Location
- Moving Office Mistakes
- How To Fund An Office Move & Save Money

Existing Checklists and Guides include:

- Budgeting and Financial Planning for Office Moves
- Checklist For A Successful Office Move
- Employer and Employee Relations

The Dream Office Move 7-stage project plan consists of staged actions, advice and information to help project managers and pinpoints both priorities and the best strategies to minimise risk when moving office. The office move project planner also generates a printable overview flow chart to visually guide users through each stage of their office move.

In addition, the Dream Office website offers a reliable means of sourcing Perfect Partners – established local suppliers that specialise in providing goods and services for businesses on the move. Whether for the supply or installation of equipment or for other professional services related to office moving such as new signage or furniture, Perfect Partner status ensures these suppliers meet WestWon's high quality standards, based on many years' experience in this field.

For more information please Tel: 01494 611 629 or Email: [info@dreamoffice.co.uk](mailto:info@dreamoffice.co.uk)

[www.dreamoffice.co.uk](http://www.dreamoffice.co.uk)

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