

# OFFICE RELOCATION MASTER PLAN

Fill in the <b>ACTUAL DATES</b> across here													
<b># OF DAYS BEFORE MOVE</b>	yrs 1-2	180	120	90	60	30	10	2	MOVE DAY 0	1	(Days 3	After 90	(Move) 180
Real Estate	●	●	●	●					●				
Furniture Rental	●	●	●	●	●	●	●					●	●
Furniture	●	●	●	●		●	●		●				
Mail Room	●	●	●		●							●	
Telephones		●	●	●	●					●			
Long Distance		●	●	●	●	●	●				●	●	
Business Forms		●	●	●	●	●	●			●	●	●	
Record Storage			●	●	●		●						
Carpet			●	●	●	●		●					
Computers			●	●	●					●	●		●
Copiers			●	●	●					●			●
Fax			●	●	●					●		●	
Security				●	●	●					●		●
Movers				●	●	●	●	●	●				

Provided by Gene Moore at All Points Moving & Storage . Enclosed is the "Movers" plan. Should there be other areas of interest, please feel to call me at (832) 553-0901 direct.