

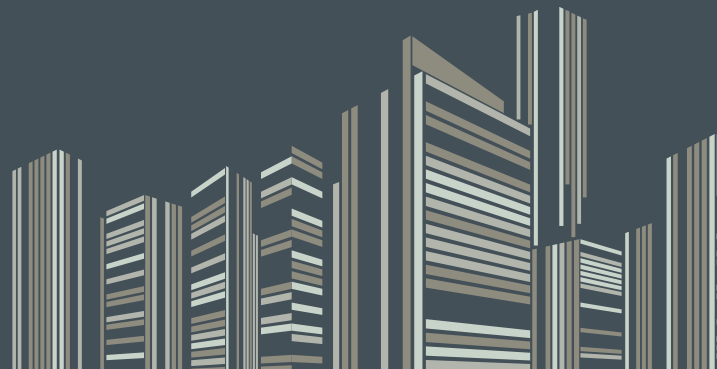


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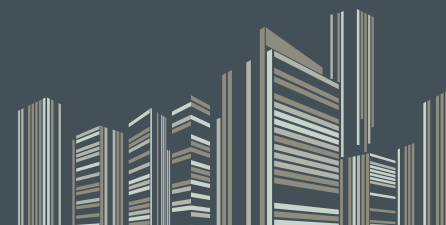
OFFICE MOVE GUIDE

**Helping you through every step
of the office relocation process**





The process of finding the right space can be broken down into a few key questions, each vital to facilitating a simple and successful relocation.





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SECTION 1

Finding the right office

01

The initial planning stage is vital to any office relocation, as it will determine the nature of the entire procedure. A solid set up early on will ensure a smooth transition and successful move.

In this first section, we will look at how to best determine your requirements so that you can minimise the amount of time spent looking at spaces and go in with a clear, concise brief to whomever you task with finding your ideal new office.





A solid set up now will ensure
a smooth transition and
successful move.

02

Getting started

The process of finding the right space can be broken down into a few key questions and factors, that will each facilitate a simple and ultimately successful relocation.

When finding a new office, remember to ask yourself:

- **How much space do you really need?**
- **What is the budget you have to spend per annum, and what must this cover?**
- **Where would you like to be based?**
- **What facilities are you looking for?**
- **Who is going to find the new space?**

03

How much space do you really need?

It is important to understand that this question is not “How much space do I have now?” or “How much space does my agent say I need?”

You are probably looking to move because your current space does not meet your requirements in some way, so basing your search on the office you want to vacate is bound to lead to a miscalculation of how much space that is required.

Furthermore, **agents are generally paid a commission**, so it is in their interest to secure you a larger space. It is important to remember that every **100 square feet of extra space you take is 100 square feet more rent to pay**.

The **Office Space Calculator** on the Morgan Pryce website will help you to determine your requirements from a purely objective perspective. It is worth noting that when calculating the amount of space you require, the overall goal (unless money is of no consequence) is to secure an efficient space, which means it doesn't exceed your requirements by more than 10%.

