



1. Prepare your budget and office needs

BASIC REQUIREMENTS

- Workstations
- Storage
- Computers & Equipment
- Software
- Internet
- Phones & Phone Service
- Office Supplies

OPTIONAL

- Security System
- Answering Service
- Lighting
- Bank/ Credit Card
- Time Clock
- Office Services



2. Find the right space

CONSIDERATIONS

- Access & Location
- Team & Company Size
- Price
- Technology & Infrastructure

Budget _____

Space Requirement _____

Space for Growth? Yes No

Buy/Rent/Lease _____

Expected Improvements: _____



3. Design your office floor plan

DESIGN LAYOUT

- Open Plan
- Closed or Cubicle Plan
- Co-working Layout
- Hybrid Plan

OPTIONAL DEDICATED AREAS

- Formal Entrance or Reception
- Break Room or Kitchen
- Conference or Meeting Room
- Lactation Room
- Exercise Room
- Dressing Area



4. Set up your communication system

INTERNET PROVIDER

Name _____

Installation Date _____

Pricing _____

Inclusions _____

BUSINESS PHONE SYSTEM

Name _____

Installation Date _____

Pricing _____

Inclusions _____



5. Buy your furniture, supplies and equipment

ITEMS

Desks ARRIVAL: _____

Chairs ARRIVAL: _____

Computers ARRIVAL: _____

Filing & Storage ARRIVAL: _____

Printer & Equipment ARRIVAL: _____

Office Supplies

Paper and note pads

Ink and cartridges

Pens and writing instruments

Bins and containers

Staplers, staples, clips, etc.