



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.