

## Relocating Your Business: Team Members Info Form

### Team members' cell phone numbers

Team Member's Name:	Cell Phone Numbers:

### Employees new phone numbers and/or extensions

Team Member's Name:	New Office Phone Numbers with Extensions:

### Vendor names and contact numbers

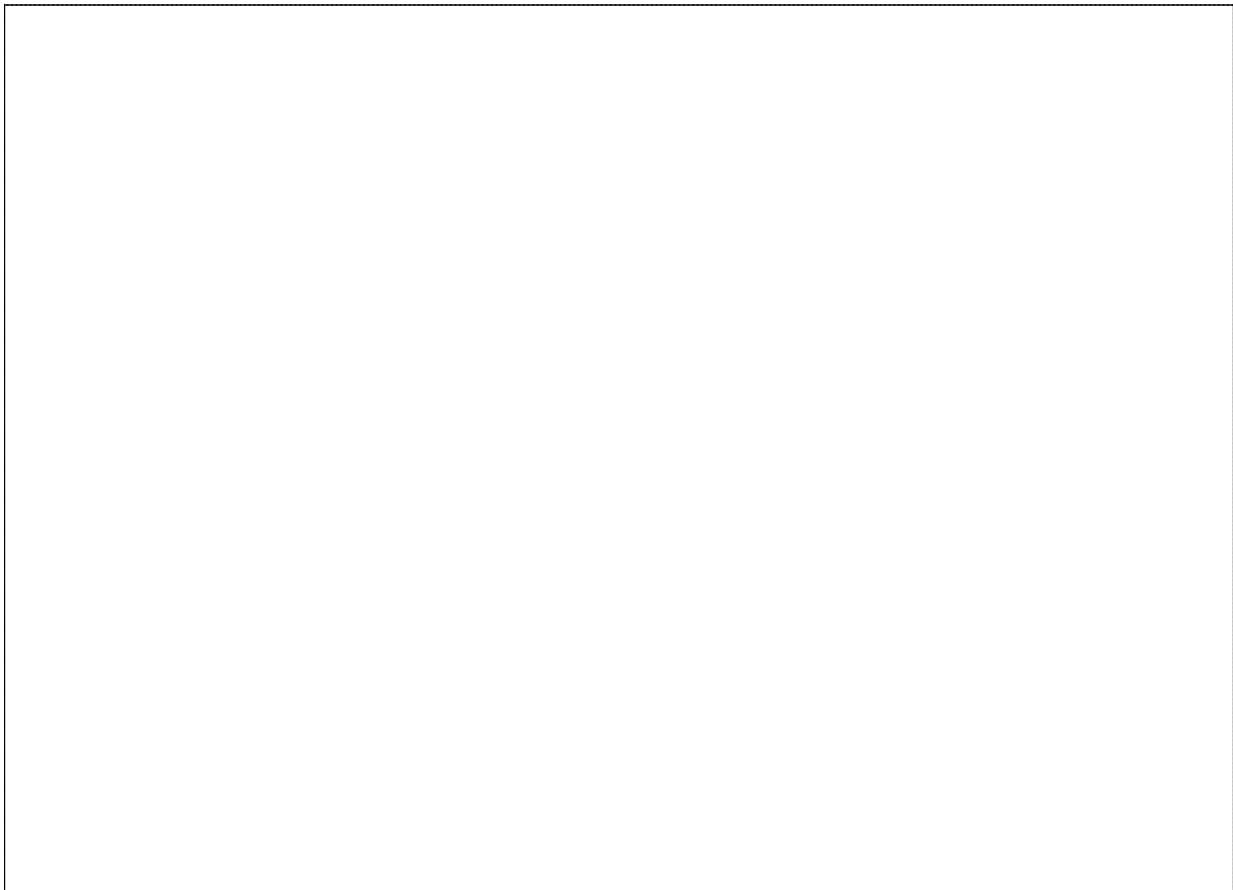
Vendor Name:	Phone Number:

### The name and address of the new location

New Location info:	Data
<b>Address:</b>	
<b>Phone:</b>	
<b>Mailbox location</b>	
<b>Other:</b>	
<b>Other:</b>	
<b>Other:</b>	
<b>Other:</b>	

**The phone number for the old and new office management.**

Building Management Contact Name	Phone Number:
Old Building	
New Building	

**A map showing the directions from the old office to the new one**



**Business just got easier!**

**Contact name - person responsible for issues & emergencies.**

<b>Team Leader Name:</b>	<b>Phone Number:</b>
At Old Building	
At New Building	
Other team leaders & helpers:	