



Moving Office **Budget**

To help you keep tabs on potential expenditure - and make sure you stay within your budget, we've itemised the likely costs below. Maintain a running total so that there aren't any nasty and unexpected surprises.

Occupancy cost	£
Rent	
Business rates	
Service charge	
Building insurance	
Other	
Total	

Capital expenditure (one-off costs)	£
Fit-out and refurbishment	
New office furniture	
IT & telecoms	
Stamp Duty Land Tax	
Rental deposit	
Dilapidations	
Other	
Total	

Advisory fees	£
Commercial property agent	
Legal	
Fit-out/design company	
Other	
Total	_____

Relocation costs	£
Removals	
Storage/archiving	
Marketing	
Clean up and exiting old office	
Other	
Total	_____

Soft costs	£
Recruitment/redundancy	
Training	
Employee relocation	
Travel expenses	
Lost business	
Other	
Total	_____

Summary

£

Occupancy cost Total

Capital expenditure (one-off costs) Total

Advisory fees Total

Relocation costs Total

Soft costs Total

Grand Total
