

# Moving Office Budget Planner



## Calculate Estimated Spend on Moving to a new office

To estimate the total Rentable Square Feet (RSF) that your office space requires - simply enter the # Units for each space type.

COST ITEM	Budget Target (Rs.)	Actual Cost (Rs.)	Difference (Rs.)
<b>NEW OFFICE COSTS</b>			
Annual Rent	0.00	0.00	0.00
Security Deposit	0.00	0.00	0.00
Insurances	0.00	0.00	0.00
Taxes	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>TOTAL - New Office Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OFFICE RELOCATION ADVISORY FEES</b>			
Tenant Representative Broker	0.00	0.00	0.00
Commercial Real Estate Lawyer	0.00	0.00	0.00
Office Designer / Architect	0.00	0.00	0.00
General Contractor / Office Build Out	0.00	0.00	0.00
IT Relocation Company	0.00	0.00	0.00
Telecoms Consultant	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>TOTAL - New Office Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BUILD OUT OF NEW OFFICE SPACE</b>			
Size of new Office (square feet)	0.00	0.00	0.00
Build Out Cost per square foot	0.00	0.00	0.00
Total Build Out Costs	0.00	0.00	0.00
Deduct Tenant Improvements Allowance	0.00	0.00	0.00
<b>TOTAL - Construction Cost</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>MOVING COSTS</b>			
Office Moving Company	0.00	0.00	0.00
Storage / Archiving Facilities	0.00	0.00	0.00
Clean up & Exiting "old" Office	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>TOTAL - Moving Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>STAFF COSTS</b>			
Recruitment Costs	0.00	0.00	0.00
Termination Costs	0.00	0.00	0.00
Relocation Costs	0.00	0.00	0.00
Training Costs	0.00	0.00	0.00
Travel Expenses	0.00	0.00	0.00
Business Interruption Costs	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>TOTAL - Staff Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>MARKETING COSTS</b>			
Marketing Collateral	0.00	0.00	0.00
Advertising Costs	0.00	0.00	0.00
PR Initiatives	0.00	0.00	0.00
New Office Launch Party	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>TOTAL - Marketing Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>MISCELLANEOUS</b>			
Office Furniture	0.00	0.00	0.00
IT Equipment	0.00	0.00	0.00
New Phone System	0.00	0.00	0.00
New Equipment (other)	0.00	0.00	0.00
Penalties for Early Termination of Service Agreements	0.00	0.00	0.00
Mail Redirection	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>TOTAL - Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>GRAND TOTALS</b>	<b>₹0</b>	<b>₹0</b>	<b>₹0</b>

### Disclaimer

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