

Move-in Checklist

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- Order new stationery, envelopes and business cards with new address and contact numbers
- Contact the telephone company regarding installation of phone service to your suite.
- Notify the post office of your change of address
- Send a change of address card or note to clients, vendors and friends
- Complete required forms, keep a copy for yourself and return the original to the Longfellow Management Office located on the 2nd Floor of 150 CambridgePark Drive.