

Tips for Expanding Businesses

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-The biggest thing is the mortgage. If you get a bad interest rate or bad terms, you are stuck with it. By negotiating we got an incredible interest rate. Don't think you are stuck to the terms that the bank first quotes.

- The first and most important thing in moving a business is your telephone service. Plan ahead and have a backup plan. (Everything went smoothly except for the phone lines. We kept our fax machine at the old location because they couldn't transfer the line for 30 days. We learned the hard way.)

-Be organized. As soon as you choose the location, immediately start getting phones, electric, and other essentials lined up. Don't wait even a week. Expect problems.

-As soon as you are certain of all the phone numbers, get all your letterhead and marketing materials printed with the new contact information. Send out flyers saying you've moved. Keep mail that still comes to the old address and personally call those clients or vendors and remind them to change the contact info. You don't want to miss out on that \$10,000 check – or even wait for the post office to forward it.

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