



DAVIS DESIGNS

1

1 month out

Email announcement to all contacts.

2

1 month out, 2 weeks out & 1 day out

Post on all social media accounts and online listings to announce that you're moving. Make sure to include the date and new address.

3

2 weeks out

Update address on Facebook, Instagram, LinkedIn, Yelp & any other online listings.

4

1 week out

Update your address on your Google Business Listing. You'll want to make sure you edit your existing listing, not create a new one. Google will need to send a postcard to verify your new location, so make sure you can accept mail there before your request to address change. These postcards typically take 5 to 10 days to arrive.

5

After you've moved

Once you are set up in your new spot, send out a final email newsletter announcement letting everyone know "we've moved!" Be sure to include the new address & any new contact information. You will want to hyperlink the new address to Google maps to help people easily pull up directions on their phone.

- You may need to update your address on your website, business cards & other printed materials.
- We recommend doing a change of address or mail forwarding request through your local post office.
- It's always a good idea to search for your business a few times on Google in a private browser to ensure there's no other websites or spots online that you need to update your address.