

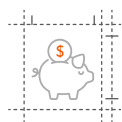
# YOUR GUIDE TO OFFICE BUDGET PLANNING

An office budget is more than numbers on a page, it's your shield against surprise costs, downtime, and compliance risks.

Relocations, renovations, or expansions all carry hidden expenses. Without structure, costs spiral and schedules slip. With a solid plan, you stay in control - clear, confident, and prepared.

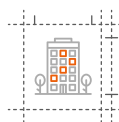
That's why **Crown Workspace Philippines** partners with businesses to build practical budgets that cover every detail, so your teams can stay focused on work, not disruption.

## THE 5 KEY BUDGET CATEGORIES YOU SHOULDN'T MISS



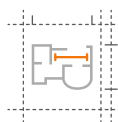
### Office Relocation Costs

Cover packing, transport, IT equipment moves, temporary storage, and downtime planning.



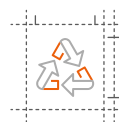
### Reinstatement of Old Office

Returning your current office to its original condition for the landlord - removing fixtures, repainting walls, and clearing waste.



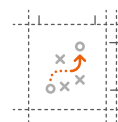
### Design & Build of New Office

From space planning and interiors to furniture sourcing, installation, and technical fit-out (electrical, plumbing, HVAC).



### Clearance of Unwanted Items

Secure document shredding, e-waste recycling, IT asset disposal, and furniture donation.



### Contingency & Compliance Buffer

A safety net for hidden costs, permits, insurance, and regulatory requirements.

# 5 STEPS TO PREPARE YOUR OFFICE BUDGET

Step  
**01**

## Define the Scope

Start with clarity. Are you moving, renovating, downsizing, or upgrading? Knowing your scope shapes the rest of your budget.

Step  
**02**

## Break It Down

Organize your budget into categories like relocation, reinstatement, fit-out, clearance. This gives you a clear view on where the money will go.

Step  
**03**

## Estimate Costs & Timelines

Add cost estimates, start-to-end dates, and mark which vendors will deliver each part.

Step  
**04**

## Align with Stakeholders

Finance for approvals, IT for infrastructure moves, HR for people communication, and Procurement for vendor contracts. Everyone has a role.

Step  
**05**

## Plan for Sustainability

Add provisions for e-waste recycling, secure IT asset disposal, and compliance reporting. Sustainability isn't optional, it's expected.



Always keep at least 10% of your office budget as a contingency fund. It's the simplest way to prepare for the unexpected.

## Start your office budget planning today

Contact Crown Workspace Philippines for a tailored consultation.



## Find out more

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