

How To Avoid The Top 3 Budget Busting, Stress-Inducing Mistakes When Moving Your Office

Moving is always a pain in the rump, but it doesn't have to be a horrific, expensive experience. The number one lament from someone who's experienced a "bad" move is, "I didn't know I needed to..." followed closely by "I completely forgot that..." In other words, *it's what you don't do that makes the move a disaster*. To make your move easy and effortless, here are the 3 most common mistakes you want to avoid:

Mistake #1 — Trying To Save Money By Using Your Employees To Move Your Computer Network

Don't ask your staff to disconnect, move and reconnect computers, phones and other devices just to save a few bucks. You'll frustrate them and end up with phones ringing at the wrong extension, lost cables, and workstations that get dropped rendering them useless. You don't want to let the movers do this job either; they may be great at moving furniture, but a network is a lot more sophisticated and sensitive. *Be smart and hire an IT pro to pack and move your network.*

Mistake #2 — Not Hiring The RIGHT IT Firm To Move Your Network

While we're on the topic, make sure you know what to look for when outsourcing the move. A few things to look for would include references from other clients, proof of insurance (get them to fax you a copy), a service level guarantee limiting the amount of time you are down, and a professional, organized approach to quoting the move. A real pro will insist on visiting your current location as well as your new location to conduct a detailed site survey. NEVER hire anyone who wants to quote moving your network over the phone. Additionally, look for an IT company that will apply the charges for conducting your site survey against the total cost of the move if you choose them.

Mistake #3 — Not Giving Your Phone, Internet And Cable Vendors Enough Advance Warning

Eighty percent (80%) of unexpected communications blackouts and cost overruns on network moves are caused by failure to properly plan voice, data and electrical installation *in advance*. Just because the prior tenant had computers and telephones is no guarantee that the cabling is suitable for *your* phones and *your* computer network. Advance planning will help you avoid emergency rush fees or band aid fixes to make things work.

Internet and telephone connections require as much as six weeks advance notice to be installed, tested and ready the day you move in. And if you are building a new office, don't leave it up to the builder to decide how many power outlets, network and phone connections you will need.

With printers, scanners, faxes, and other technologies connecting directly to the network these days, the rule of thumb of one electrical outlet, one phone and one network connection per employee is woefully outdated. Consult your IT provider in the early planning stages to ensure you have what you need before the drywall goes up.

Office Move Checklist

Planning The Move:

- Pick the actual move date. We recommend moving on a Friday afternoon to minimize the impact of the communications blackout. You will want to allow a minimum of 12 weeks to plan your move.
- Give notice in writing to your current landlord.
- Have a company meeting to brainstorm everything that must be done.
- Create a budget worksheet to plan all moving expenses.
- Notify your current vendors of your move (see list below) and send them and other competitive companies an RFP (requests for proposal) to plan, move, upgrade and install your new office equipment and furnishings. This is an excellent time to get quotes from new vendors:
 - Moving companies
 - IT firms to plan and move the network
 - Phone system vendors and phone service companies
 - Copier or large-scale printer vendor
 - Internet providers
 - Cabling companies to map out voice and data lines
 - Electrical contractors
 - Security companies
 - Construction companies (if construction is needed)
 - Office furniture companies (purchase or rent)
 - Janitorial services
 - Architect and general contractors for HVAC, electrical and floor plans

Questions You Need To Answer In Advance:

- Will construction need to be done? (walls built or knocked down, etc.) If so, then you'll need a general contractor and architect.
- What do you have permission to change in the new office? (construction, knocking down walls, etc.)
- Map out who will be sitting where (divvy up the offices).
- Make a list of furniture needed (desks, reception area, lunch room, etc.)
- Make a list of new workstations, phones, copiers, fax machines, postage meters and printers that will be needed.
- Determine what storage space you will need and determine if shelves or special built-ins will be needed.

Technology And Phone Considerations:

- Where will the server room be located?
- Will it have sufficient ventilation?
- Does it have its own climate control?
- Where will the cable and phone lines run?
- Will additional electrical outlets be needed? How many and where?
- Can you keep your current phone numbers?
- Do you have proper shelving or racks for your server and network equipment?
- Have you allotted proper shelving space to account for future network needs such as additional servers, firewalls, or other network equipment?

Communicating To Clients:

- Change address & phone numbers on your web site
- Order new stationery and business cards
- Order new signs
- Change phone numbers and location information on company vehicles
- Change vehicle registration
- Revise advertising
- Revise yellow pages listing
- Send “we’re moving” postcards to clients

Notify The Following Vendors:

- Post office
- Bank
- Accountant, attorney, payroll company, HR, etc.
- Credit card company
- Merchant account
- Office equipment lease vendors
- Government agencies, including updating your business license, city and state officials, IRS
- Insurance agent (and update insurance policies if applicable)
- Internet service provider
- Janitorial service
- IT vendor
- Phone company
- Electric company
- Water, coffee or beverage delivery



- Exterminator
- Other suppliers

Other Actions To Complete Before The Move:

- Take complete inventory
- Document network log-ins, username and passwords to key web sites, and IT vendor names and numbers on paper, so you can reach them if/when the network is down and you can't look them up electronically.
- Perform complete backup of network
- Perform complete backup of telephone system
- Document telephone extension, pooling groups, etc.
- Arrange for building and elevator access at new site for movers
- Obtain any special moving/parking permits
- Determine building restrictions for move hours
- Schedule clean up of old office including removing trash, performing a final cleaning, and removing cabling or custom installs.
- Schedule a staff member to be available during the weekend of your move to help take care of any unforeseen issues.
- Contact new Internet Service Provider and have new lines set up and tested BEFORE you cancel the old service.
- Schedule the old Internet Service and Phone Service to be cancelled or transferred AFTER the move is complete to avoid outages.
- Order any new equipment you may need like new computers, new routers, any new phones, etc.
- Test new office phones, computers, printers, security cameras, Internet connection and all electrical devices the day before everyone returns to work.

Want Some Help Getting Ready For Your Move? Our Free Site Survey and Network Move Plan Can Help!

As a prospective client, we'd like to offer you a free Site Survey and Network Move Plan. At no charge, we will come to your office to review your current situation, business practices and needs, look at your new location and new needs, and provide recommendations on how you can make this move go as quickly and smoothly as possible.



We will discuss your options, clarify any grey areas, and answer any questions you have. We will also map out the costs and steps involved so you know exactly what to expect and give you recommendations to keep downtime to an absolute minimum.

You are under no obligation to do or buy anything; this is simply our way of introducing our services to you and demonstrating how we can make your office move project a complete success.

We Can Show You How To Make Your Move Painless and Stress-Free, Just Like These Current Clients...

“Very good implementation and execution. Work hard to address issues quickly. Can't beat the support. Top notch”. -Bill Snow Rad Air Complete Car Care & Tire Centers – Wickliffe

“Kloud9 offers a myriad of services that provides support to our staff 24/7. No question or issue goes unresolved. If you're on the fence, know that Kloud9 can assist your company with networking, database, email, and complicated business solutions. Integrating systems, record retention and day to day issues are handled professionally.” --Leslie Hoffman CVSR

What To Do Now

To request your Free Site Survey and FREE Network Move Plan, do one of the following:

1. Complete and send in the enclosed “Fast Action” response form.
2. Call us direct at 216-393-2484
3. Send me an e-mail: tmilliron@kloud9it.com



We will call you to schedule a convenient time for us to meet for 30 minutes. Remember, there is no obligation for you to buy or do anything – this is simply a discovery meeting to see how we can help make your move easy and painless.

Good networking,

Trent Milliron, CEO

Kloud9 IT

P.P.S. Please make sure you visit our web site to see the incredible 100% Money-Back Guarantee that we put on our services. You won't find another IT consultant in Cleveland/Akron/Columbus who is confident enough in their services to put as bold a guarantee in writing as the one we have.



Fast Action Response Form:

“Yes! Please reserve a FREE Site Survey and Network Move Plan Consultation in my name so I can find out what my options are, get answers to my questions, and get a handle on the steps and costs involved. I understand that I’m under NO obligation to do or buy anything by signing up for this consultation.

Please Complete and Fax Back:

Name: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

**Do you have any other questions or problems you would like to discuss?
Simply outline them below:**

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**Fax This Form To: 1-216-373-2323
Or Call: 1-216-393-2484**