



# TECHNOLOGY

## — BY DESIGN —

Technology Support Services

Phone: 204-800-3166

[www.itthatworks.ca](http://www.itthatworks.ca)

Email: [helpdesk@tbyd.ca](mailto:helpdesk@tbyd.ca)

### **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, or 3 months, to plan your move.
- ☐ Give notice in writing to your current landlord, if applicable.
- ☐ 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 (Request for Proposal) to plan, move, upgrade, and install your new office equipment and furnishings.

#### **This is an excellent time to get quote from new vendors:**

- ⇒ Moving companies
- ⇒ IT firms to plan and move the network (**Don't forget [Technology by Design](http://www.technologybydesign.ca): 1-204-800-3166**)
- ⇒ Phone system vendors and phone service companies
- ⇒ Copier or large-scale printer vendor
- ⇒ Internet providers
- ⇒ Cabling companies to map out voice and data lines (**Don't forget [Technology by Design](http://www.technologybydesign.ca): 1-204-800-3166**)
- ⇒ Electrical contractors
- ⇒ Security companies
- ⇒ Construction companies (if construction is required)
- ⇒ Office furniture companies (for 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.
- ☐ Make a list of old electronic equipment that is no longer needed, or required upgrades. (**Don't forget [Technology by Design](http://www.technologybydesign.ca): 1-204-800-3166**)
- ☐ Determine what storage space you will need, and determine if shelves or custom-built-ins will be required.

**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(s) and network equipment?
- ☐ Have you allotted proper shelving space to account for future network needs such as additional servers, firewalls, or other network equipment
- ☐ **(Don't forget [Technology by Design: 1-204-800-3166](#))**

**Communicating Move to Clients:**

- ☐ Change address & phone numbers on your website.
- ☐ Order new stationary 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, CRA
- ☐ Insurance agent (and update insurance policies, if applicable)
- ☐ Internet service provider
- ☐ Janitorial service
- ☐ IT vendor **(Don't forget [Technology by Design: 1-204-800-3166](#))**
- ☐ Phone company
- ☐ Electric company
- ☐ Water, coffee, or beverage delivery
- ☐ Exterminator
- ☐ Other supplier

**Other Actions to Complete Before the Move:**

- ☐ Take complete inventory
- ☐ Document network log-ins, username, passwords to key websites, and IT vendor names and numbers on paper (keep it safe!) so you can reach them if/when the network is down and you can't look them up electronically
- ☐ Perform complete backup of network **(Don't forget [Technology by Design: 1-204-800-3166](#))**
- ☐ 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.

**Other Actions to Complete Before the Move:**

- ☐ Schedule clean up of old office including removing trash, performing a final cleaning and removing of cabling and 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 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 computers, new routers, any new phones, etc. (**Don't forget Technology by Design: 1-204-800-3166**)
- ☐ Test new office phones, computers, printers, security cameras, Internet connections, 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 down-time to an absolute minimum.

You are under no obligation to 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...***



*"We definitely feel that the price quoted to us was fair, and it was much better than [our current provider]."*

*When Technology by Design completed the job, there was no unnecessary down-time. Looking back, there is nothing we would change about this installation. It was perfectly implemented.*

*Having Technology by Design perform this job was good for our business, and the continued support will be the key!*

***We would definitely recommend Technology by Design to any other company!"***

Natalie Rheault, Office Manager, Toddlers to Teens Dentistry for Children

**Toddlers to Teens was so impressed with the project, that they had Technology by Design complete a similar installation in the new Steinbach location!**

## ***What to Do Now...***

To request your FREE Site Survey and FREE Network Move Plan, simply:

1. Complete and send in the enclosed “Fast Action” response form, OR
2. Call us direct at: **1-204-800-3166**, OR
3. Send us an email at: [helpdesk@tbyd.ca](mailto:helpdesk@tbyd.ca)

I 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,

Bob Fortin  
I.T. Specialist,



Phone: 1-204-800-3166

Email: [bob@tbyd.ca](mailto:bob@tbyd.ca)

P.S. If you would like to speak to a few client references prior to our meeting, simply contact me at 1-204-800-3166 and we'll be happy to provide the names and phone numbers for several clients we've worked with.

P.P.S. Please make sure you visit our website to see the incredible pride we put into our services. You won't find another I.T. consultant in the Winnipeg and surrounding area who puts their confidence and pride behind every service as we are.



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## FAST ACTION RESPONSE

**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 step and costs involved!**

Activate this offer and receive a FREE Site Survey and Network Move Plan Consultation.  
There is no obligation to do or purchase anything by activating this offer.

**REDEEM YOUR  
FREE OFFER  
TODAY!**

**ACTIVATE BY PHONE—**

**Call Us At: 1-204-800-3166**

**ACTIVATE BY EMAIL—**

**Email Us: [helpdesk@tbyd.ca](mailto:helpdesk@tbyd.ca)**

**ACTIVATE BY FAX—**

**Fax the form on the back to:  
1-888-937-1707**

**UPON COMPLETION:**

You will receive a ***customized Site Survey and Network Move Plan*** which reviews your current situation, business practices and needs, look at your new location and new needs!  
Your customized Site Survey and Network Move Plan will provide recommendations on how you can make your move go as quickly and smoothly as possible.

**Again, you are under no obligation to hire us to do any work!**

**Need to speak to someone right away?  
Call: 1-204-800-3166**

**ACTIVATE TODAY!**



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## **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 questions answered, and get a handle on the steps and costs involved!**

**Please Complete This Form:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, PROVINCE, POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NUMBER OF PCs: \_\_\_\_\_ NUMBER OF SERVERS: \_\_\_\_\_

Are you currently having issues with your computer(s), server(s), or network?

If so, describe briefly: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fax This Completed Form To: 1-888-937-1707**

**Need To Speak To Someone Right Away? Call: 1-204-800-3166**