Integra™

5 TIPS to make the most of your OFFICE MOVE

Moving your company to a new office opens a range of opportunities for change and improvements. Your IT group can take advantage of a move to upgrade technology and infrastructure, and equip your company for the future. Use our 5 tips to identify key areas where you can make the most of an office move.

1 Build a Flexible Network

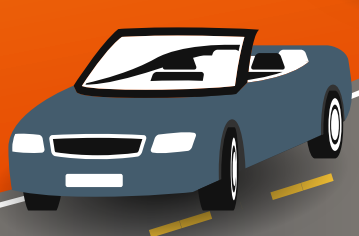
Your network is the lifeblood of your company, connecting employees, processes and most importantly, connecting your business to customers. Network bandwidth may already be strained to the breaking point. With so many processes migrating to the cloud and the need to support strategic business initiatives, it's the perfect time to assess bandwidth needs so that you have the flexibility for future demands. Is your company utilizing today's best transport modes? If not, investigate the options for switching to more efficient and cost effective modes.

2 Upgrade Your Phone System

Like many companies, your IT group is probably struggling with an aging phone system that's ready for an upgrade. The cost and effort of maintaining the old system is a liability and moving the system to the new site doesn't make sense. Take advantage of an office move to bring your phone system up-to-date. Investigate new VoIP or PBX offerings to improve voice quality, add new phones, and advanced calling features.

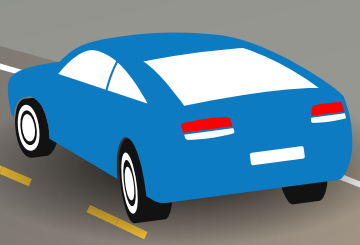
3 Review Service Contracts

Even if you are in mid-contract with some of your services, moving affords you an excuse to re-evaluate all service contracts and agreements. Do you think you could improve or eliminate some services or find new-improved services? Look for opportunities to consolidate services, re-negotiate or cancel contracts. A thorough review of your contracts and service agreements could save money and deliver improved services.



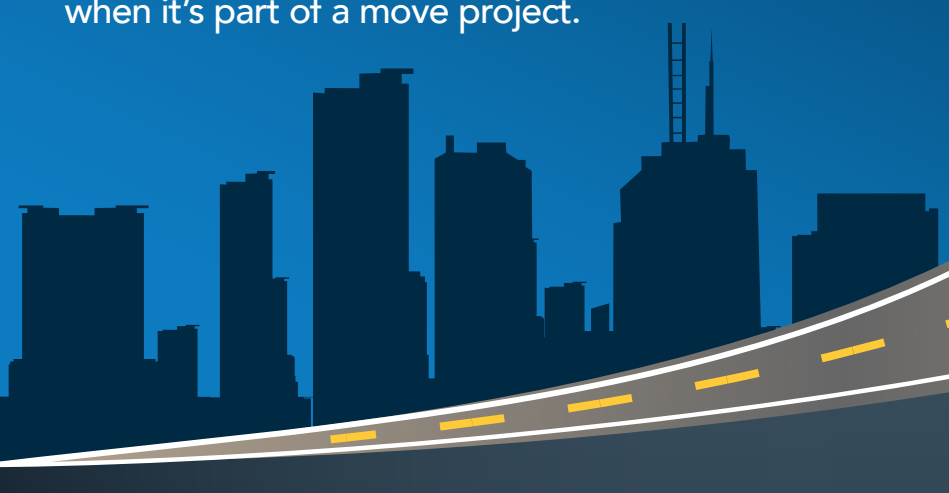
4 Evaluate Service Providers

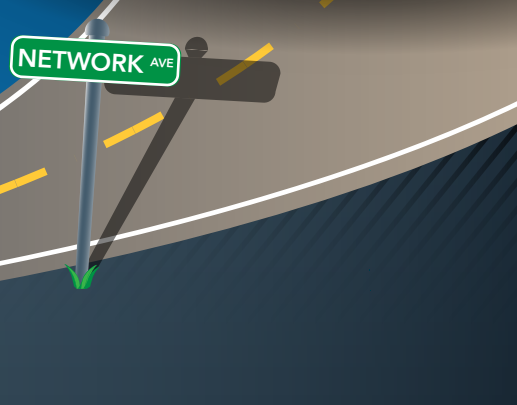
Relocating offices lets you start discussions with service providers and possibly gain improved or more cost-effective solutions. Phone, Internet, conferencing (voice and video) services, email and cloud applications can be consolidated to one or two key service providers to make them easier to manage. Some providers offer cost-saving package deals for multiple services. Take time to research options for new providers and find the best options for service and technology.



5 Purchase New Equipment

Assess your office equipment (copiers, printers, fax machines, or multi-function devices) to determine which ones are good candidates for replacement or obsolescence. Most offices have an assortment of used, old equipment stored in back rooms and should be disposed of before packing for the move starts. Instead of moving broken or old equipment to your new site, recycle or throw away worn items and make a list of new equipment to purchase. You'll find justifying new equipment is much easier when it's part of a move project.





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