

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...



“I had some Network issues and I grew tired of having my IT guy coming and check any issue after a week of annoyance, and then having him nickel and dime me for anything he does. I was referred to IT Support LA by another colleague who told me only good things about them and they had this amazing offer of 2 hours free IT consultancy which I took and what I like the most was that they were listening to my issues and suggesting solutions that I actually understood, using a language I actually understood and not that computer jargon some people are using.

They respond to all my issues within 60 minutes and solve all my issues same day and after they do, they even explain and educate me what I did wrong or what happened so that I will be aware of that issues next time. I appreciate all the help and expertise!” - *Alex Mirzaian, Epic Auto Leasing*



“IT Support LA will jump through any hoops to get you what you need and the service offered by IT Support LA is unmatched by any provider I’ve dealt with in the past. Using IT Support LA just once will have them doing whatever they can to beat prices, offer service and value to ensure they get your return business.” - *Marco Belmonte, Ria Financial*



“In our line of work, we need to have very good data security and data backup to protect our clients’ data. Now that IT Support LA has set up my backup, I have complete peace of mind that it’s all safe and secure – and it’s great not having to worry about my clients’ data. I feel that it’s much better to have a total backup solution that you just don’t need to worry about.” – *Dr. Ogden Page, President, Ogden Page Accountancy Corp.*



“WOW! That is all I can say about Igor and the team at IT Support LA! It’s so nice to know that our entire network is handled so I have one less crisis to deal with in my already crazy-busy schedule. I’ve worked with a number of other computer consultants in the past and no one can touch their level of service or expertise.” – ***Dianne Pesgado, Office Manager, ABR Inc.***



“I like being able to call for IT help and get a near-immediate response. Recently I arrived at my office to find that I was unable to access documents on the network server from my workstation. I was under a court deadline and needed immediate access to the documents. I called IT SUPPORT LA for help. Within 60 minutes I had a tech working on the problem. I don’t spend valuable (billable) time solving IT problems. Also, having IT SUPPORT LA do the IT work has provided invaluable continuity of the IT solutions used in my law firm. Thanks!” – ***Edward W. Pilot, Edward Pilot Law A Professional Corporation.***



“Before hiring IT Support LA, our network would go down regularly, run slow, and even run into the occasional virus. Since signing up for their network maintenance plan, we haven’t had one single issue. I’m VERY glad we hired these guys to support our network.” – ***Ella V. Realtor***

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 818-805-0909
3. Send me an e-mail: igorp@itsupportla.com

David Mercy from our office 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.

Dedicated to serving you,



Igor Pinchevskiy, CEO

P.S. If you would like to speak to a few client references prior to our meeting, simply contact us 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 web site to see the incredible 100% Money-Back Guarantee that we put on our services. You won't find another IT consultant in Los Angeles 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:**

Fax This Form To: 1-818-804-3399
Or Call: 1-818-805-0909