

## SERVICE BRIEF

# Office Relocation Services

Technology solutions to assist with your business' relocation.

## Moving Your Physical IT Components

*Record and track all hardware components of your IT network.*



Relocating your office is a perfectly normal occurrence. Maybe you're moving to a different part of town, or perhaps you are relocating to a different part of the country. Regardless of how far you're traveling, you'll need someone to assist with moving your technology and ensuring that your infrastructure is well-prepared for a move can be of significant value.

As a business owner, you understand how difficult it can be to facilitate an office move, your technology infrastructure notwithstanding. Edit Technology Solutions offers comprehensive office relocation services that help you get your IT infrastructure from point A to point B, all while keeping downtime to a minimum and restoring or improving your business' infrastructure.

When you are moving several workstations, servers, network components, and other pieces of hardware, it's easy to lose track of exactly what hardware you have. Edit Technology Solutions will catalogue and track all elements of your business' IT infrastructure and ensure that they safely arrive at your office's new site. That way, you can know with certainty that you aren't missing a vital component and can continue operations without a hitch.

## Site Optimization

*Make sure your new office is ready before arriving.*

When you move to a new office, you'll want to make sure that you can get right back in the game following the move. This means that you'll want your IT systems to be accessible from day one. Therefore, it makes the most sense to get your new office ready ahead of time. This includes setting up your network components and telephone systems. The last thing you want is to get to your new office and suddenly be without access to core operational systems.

## Mover-Friendly Technology Services

*Consolidate your network and improve operations.*

Many small businesses still live in the dark ages of data storage, where physical files must be kept on-site in file storage cabinets. This can make moving difficult, especially if you hold files that are no longer needed. By taking advantage of the cloud and an electronic record storage system, your business can bypass this issue and make moving easier. Other solutions, such as VoIP and virtualization, can also be helpful by eliminating unnecessary infrastructure components.

## Get The Assistance You Need Today

*Don't make moving your office harder than it already is.*

Our IT representatives make a living working with vendors, which there are even more of when you are changing locations. Edit Technology Solutions can work as a single conduit for all of the organizations that are working hard to get you into your new office.

### Features

- Record-Keeping And Tracking Of Your Physical Hardware
- New Workspace Optimization
- Mover-Friendly Technologies
- Simplified Moving Through Our Vendor Relationships
- Remote Access Portal

### Our Non-IT Vendors Include:

- Real estate agencies
- Architects
- General contractors
- Telecom providers
- Heat/AC contractors
- Water/electric companies
- Security contractors
- Networking specialists
- Property management specialists
- Movers
- Furniture suppliers
- And more!

**Get proactive and call us TODAY!**

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