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.

Here's what one of our clients had to say:

"The move went flawlessly!"

"We were consolidating one office from the first floor and one office from the second up to a large office on the third floor. Evan and Jonathan came in the morning and shut the server down and moved everything upstairs, fired the server back up, made the connection at the hub, patched in all the workstations, outlets in the server room and were out of here in an hour and a half. It was very, very smooth. Very fast. No issues. There were switches in each office and patch panels and VoIP phone system all in there, but everything was up and running in short order. Everybody was able to get right online. The move went flawlessly!" **- Kevin Kozak, Project Team Leader at Chequamegon Bay Engineering**

And another:

"Above and Beyond our expectations"

"ManagePoint completed our project well within the time-frame that we had required. Their work was above and beyond our expectations. It was a pleasure to have such this level of care and competence in an IT company. In the past we never had this level of service. Our software can create some unique situations, but it was no problem to the ManagePoint team. In all our communications with them, it was wonderful to have a "smile" at the other end of the phone. Their level of courtesy and professionalism is First Class**." – Larry Feaman, Integrated Payroll Services, Delafield**

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