



# Relocating?

**We'll have you up and running in no time at all.**

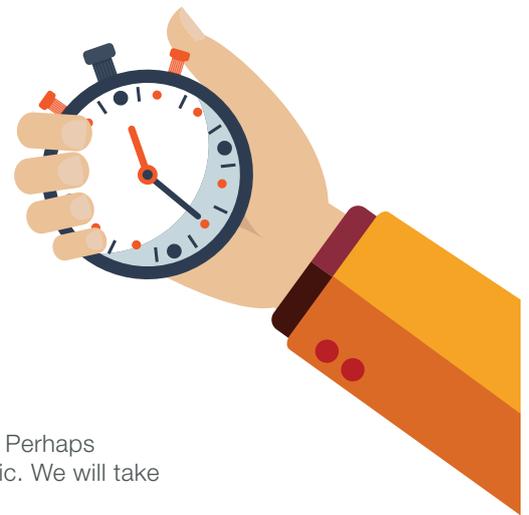
Moving office takes a huge amount of organisation; we know, we've been there! There is an endless list to think about, from customers and staff, to your stationery, IT and telecoms.

We are keen telecom experts and are here to help you. We provide specialist knowledge and support to ensure your move is a smooth one.

## Timing

Let us know your moving date as soon as you can, as relocating creates an opportunity to review your telecommunications strategy. We'll need to arrange the transfer of your services, and perhaps install new lines or connectivity. The sooner you let us know, the better.

Get in touch to learn how we can help.



## Calls and lines

Will your new office be served by the same telephone exchange as the old one? Perhaps you're moving out of the exchange or to a new area code altogether? Don't panic. We will take care of everything so you can maintain your numbers.

### Staying in the area?

We can do a like for like install of your telephone numbers at your new address.

### Moving further afield?

We can port your numbers into the cloud and onto our inbound or SIP platforms. Don't worry, you won't have to pay any call divert charges for your old number, we'll make sure of it.

### Expanding and need new lines?

We can install your new lines and have them working in time for your moving day, making for a seamless and pain free transition.

### Downsizing and need less lines?

If you consolidate lines, what would you like your callers to hear when they call the old numbers? We can arrange diverts so your customers have the best experience possible.

We will listen to your concerns and requirements. We will offer guidance and support, recommending a solution which is the perfect fit for your business and your new office.

Don't just upgrade your office, upgrade your telecoms too



## Connectivity

Do you know what your broadband requirements are? What impact does your new location have on your connectivity? We'll advise you of the best solution for your new office.

### Location, location, connection

New options may be available because you have moved, or in some cases the technologies you were using may no longer be accessible. We will check and recommend what is best for your new office.

### Why are you moving?

Perhaps you are moving because your business is changing? If that's the case there's a good chance your connectivity requirements will have changed too. Let us help you by advising the best solutions for your needs.

Don't worry if things don't go to plan and you find yourself in new premises without your phone lines installed. Using our inbound platform and a mobile phone solution, we can divert your numbers temporarily so you don't miss a call. We'll set up a virtual hunt group in the platform and assign the registered mobile phones to receive the calls. In addition, should you lose service on your phone lines at any time after installation, we can place a divert on them to your virtual hunt group to restore inbound calls.

## PBX

We want to get to know you and your business. We will find out if your existing phone system meets your requirements, and if it can work in your new environment.

An engineer could visit your new office to carry out a site survey. We know all the right questions to ask and can take care of everything so you and your team are equipped with the system you need from day one.

## Moving checklist

- Telephone system relocation / installation arranged
- Staff training booked
- Line ordered for broadband
- Broadband / connectivity confirmed
- New System Support contracts in place
- New telephone lines ordered
- Old number diverted / migrated to new
- Lines live in new premises
- Cabling for new premises completed

Scrap the to-do list and let us do all the heavy lifting. Contact us today.