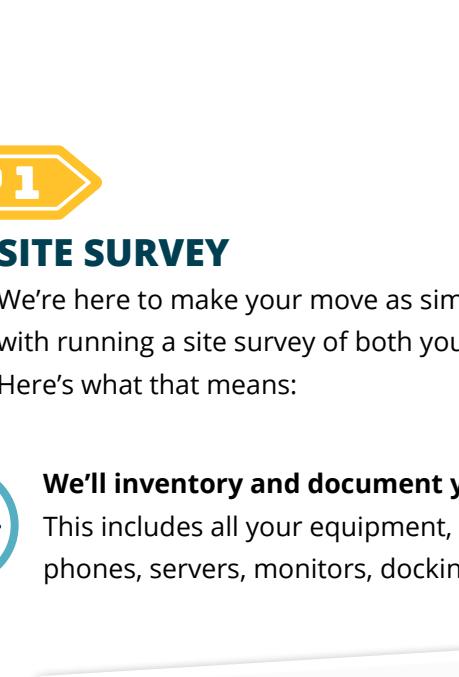




# MAKE YOUR MOVE:

## How to Seamlessly Relocate Your IT Infrastructure With Cortavo



Relocating your office can quickly turn into a headache as you manage the many essential details. Fortunately, Cortavo can ease some of that pain. We'll take care of your IT so that you can focus on everything else — and you'll be able to resume business as usual as quickly as possible.



**60**  
Days Notice

### PREPARING FOR YOUR MOVE

Once you confirm your new location, contact Cortavo so we can prepare for it, too. We'll need at least 60 days' notice to prepare properly. Then, when it's time to move, we'll need two or three days to set up your IT at the new location (if cabling is required, it will take a bit more time). Once we know you're moving, there are three important steps in our process.

#### STEP 1

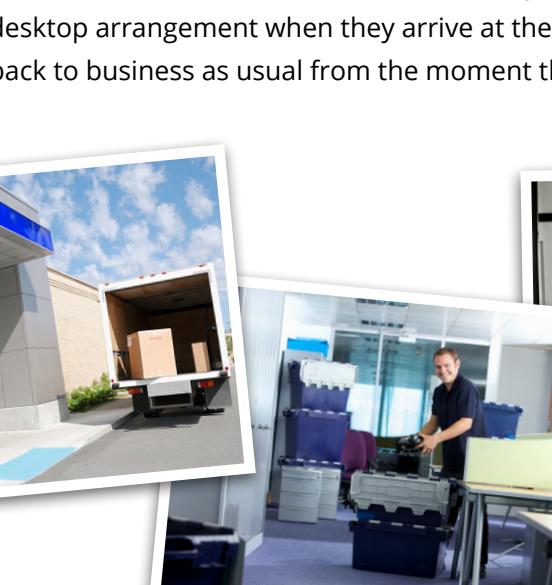
##### SITE SURVEY

We're here to make your move as simple as possible, and that begins with running a site survey of both your current and future locations. Here's what that means:



##### We'll inventory and document your current system.

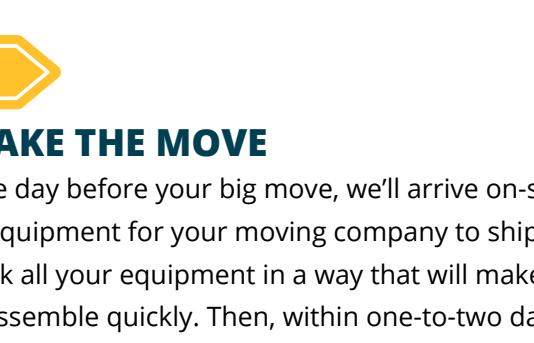
This includes all your equipment, including laptops, desktops, phones, servers, monitors, docking stations and more.



**2-3 HOURS**



**Our team scouts the new location's environment to make sure the space is prepared and to decide on placement of equipment.** That also allows us to see if additional cabling will be required at the new location and prepare for that.



**2-3 HOURS**



If additional cabling is needed for the new office environment, Cortavo will need between one day and one month to complete it before your scheduled move.



**+  
1 day to  
1 month**

#### STEP 2

##### RELOCATION COORDINATION

Once the site surveys are complete, we'll use that information to map out a customized plan to transfer your IT equipment and internet connection to the new location. Typically, network cabling and internet connection are overlooked activities when SMBs try to move their IT environments on their own.

In fact, internet connection is the steepest challenge of the entire process as well as the lengthiest, as it depends on the internet service provider (ISP). And everyone knows the frustration of having to rely on ISPs to accomplish tasks. Fortunately, we arrange to move Cortavo-managed internet connections or work with the customer's third party to move them, heading off potential setbacks before they can hamper a relocation.



We'll also relocate your phone systems and any other physical hardware, from servers and storage to networking equipment. For each workstation, we'll even make sure that every employee has the same desktop arrangement when they arrive at the new location, so they'll be back to business as usual from the moment they walk in the door.



With Cortavo managing your IT infrastructure relocation, you can be sure that every aspect will be handled for you. Whether your internet connections are managed by Cortavo or by a third-party vendor, we'll manage that process for you so your IT will be ready to go when you are.

#### STEP 3

##### MAKE THE MOVE

One day before your big move, we'll arrive on-site and pack up your IT equipment for your moving company to ship. We'll disconnect and pack all your equipment in a way that will make it easy to unpack and reassemble quickly. Then, within one-to-two days, we'll have all phones, printers, laptops — each in their respective configurations — unpacked and set up for every employee.



With Cortavo, you'll have one less thing to worry about during your office relocation. And you'll enjoy the added benefit of knowing that your IT infrastructure will be quickly up and running as soon as you need it.

Discover how Cortavo can relocate your IT environment by reaching out to us at [sales@cortavo.com](mailto:sales@cortavo.com) or by visiting our website at [www.Cortavo.com](http://www.Cortavo.com) for more information.



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