



BUSINESS MOVING CHECKLIST

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California Contractor License Number: 584850 & Washington State Contractor License Number: EC KCCOMCI880NZ

Moving can be an expensive and tedious task for any business. We know this because our customers move every day. So, KCCi has learned a few things about what makes a move successful. We are happy to be able to share this information with you. This checklist was prepared to help business managers prepare for their move. If you are considering a move, you should begin planning immediately, (if possible 45 to 60 days before your intended move date). Proper planning will help reduce the possibility of lost business and the extra expense of both time & money.

Please feel free to use our checklist when moving your office. If you have any questions about our business relocation services, please email: Jason@KC4Phones.com or call (714) 577-7777 or call toll free (888) 524-6398.

- ✓ Investigate available commercial office, and/or shop, warehouse, yard & parking lot space with access to freeways.
- ✓ Negotiate lease at the best cost & terms for new location.
- ✓ Advise KCCi (714) 577-7777 or toll free (888) 524-6398 or email Jason Clements jason@kc4phones.com
- ✓ Determine what type of Internet access is available at new location. (Lead time for T1/Ethernet/fiber Circuits 4 to 6 wks.)
- ✓ Always have a signed lease, keys & landlord's consent to occupy prior to commencing TI, (Tennant Improvements).
- ✓ Do you have access to the building's electrical/telephone room, landlord's name, their contact info and business hours?
- ✓ Contact KCCi (714) 577-7777 or toll free (888) 524-6398 to transfer phone, fax & alarm T1, PRI, SIP & Internet circuits.
- ✓ Request proposals from KCCi for **Structured Cabling & New Phone System, (hosted/cloud-based) & installation.**
- ✓ Obtain floorplan of new location for furniture and to ensure wiring for the new location can be pre-installed properly.
- ✓ Prepare new location for move-in. (essential inside wiring for telephone, computer, Internet, CCTV, PA speakers, etc.).
- ✓ Plan for extra wiring drops. Consider extra Catagory 5, 5e, 6, 6a or 7 cable drops w/ RJ45s on each office wall.
- ✓ Confirm server room requirements, electrical, flooring, HVAC, alarm, CCTV & dedicated space for tech equipment.
- ✓ Contact the Municipality, (city, county or state) for change of address, business license and/or tax permits, etc.
- ✓ Purchase signs for new location or move existing signs & change lettering on company vehicles, if necessary.
- ✓ Notify security "Alarm Company" insurance carriers, utility companies and other vendors of change of address.
- ✓ Contract with a moving company for services. (Note: consider insurance for damage and/or breakage during move).
- ✓ Arrange for extra help for packing and unpacking during move.
- ✓ Notify bank and credit card companies, trade organization of which you are a member of address change.
- ✓ Notify all customers & prospective customers of change of address and effective date.
- ✓ Have new business cards, envelops, letterhead, labels, marketing materials & checks printed to reflect address change.
- ✓ Change address on website & next year's phone book/yellow pages. (Not effective until new edition published).
- ✓ Request mail forwarding with U.S. Postal Service.

For nearly 32 years, businesses throughout California and the nation have relied on the experts at KCCi for a wide variety of telecommunications and data products. Our mission is to provide our enterprise clients with optimal communication performance across convergent technologies. We are at the forefront of today's information age - delivering complex voice, data, Internet, carrier services, structured cabling, video surveillance and wireless mobility products & services at increasing speeds and in ways that both satisfy and delight our customers.

All of this occurs while our clients benefit from potential cost reductions. So, if you haven't reviewed your telecom options recently, there are significant changes occurring in both premise-based & cloud-based telephony technology with pricing that will grab your attention.

24/7 Emergency & After-Hours Support • Phone Systems, (IP PBXs Premise-based or hosted) • Internet, SIP & Voice Services • Structured Network Cabling • BYOD VoIP • Adding, Moving or Changing Technology • Station Adds, Moves & Changes • Video Surveillance • NEC Touch Screen Telephones • Call Center Applications Call Recording • Message-On-Hold • Paging Systems • IP DECT & WiFi Systems • UC, (Unified Communications) • Disaster Recovery • FREE Telecom Services Audit Video/Audio Conferencing • AT&T Mobile & Push-to-Talk Services • Cloud Computing • Lease Financing • FREE Phone System ??? • Licensed Contractor, CA & WA



Call KCCi: Because Business Is On The Line !!!

