

## Site Selection Phase

It's an exciting time. Your company has made the big decision to move to a new site. The Selection Team kicks into high gear, developing criteria for the new location and identifying options. Each option is investigated and a short list is developed for a more thorough evaluation.

You find a winner and a moving date is announced. The countdown begins and the Move Team takes over.

## Planning & Prep Phase

The possibilities are endless. Your Move Team is fully engaged in developing floor plan configurations and evaluating design concepts. The IT team is evaluating the existing cabling and infrastructure of the new site, as well as equipment, technology and infrastructure to make sure they'll meet your business needs.

New opportunities to reduce costs and improve efficiencies emerge, as you consider updating systems. Questions you'll need to consider:

- + Do you have enough bandwidth?
- + Are there services you can consolidate?
- + Do you need to purchase and replace equipment?
- + Are there new providers and services you want to look at?

See our IT Move Checklist for items to include in your move planning.

## Site Development Phase

The site is undergoing development, transforming to fit your company's vision and goals. Decisions are being made for everything from choosing lighting, furniture and interior colors to ordering new phones and signs. Every element of the building is under construction, as IT infrastructure is established, equipment installed, and offices configured.

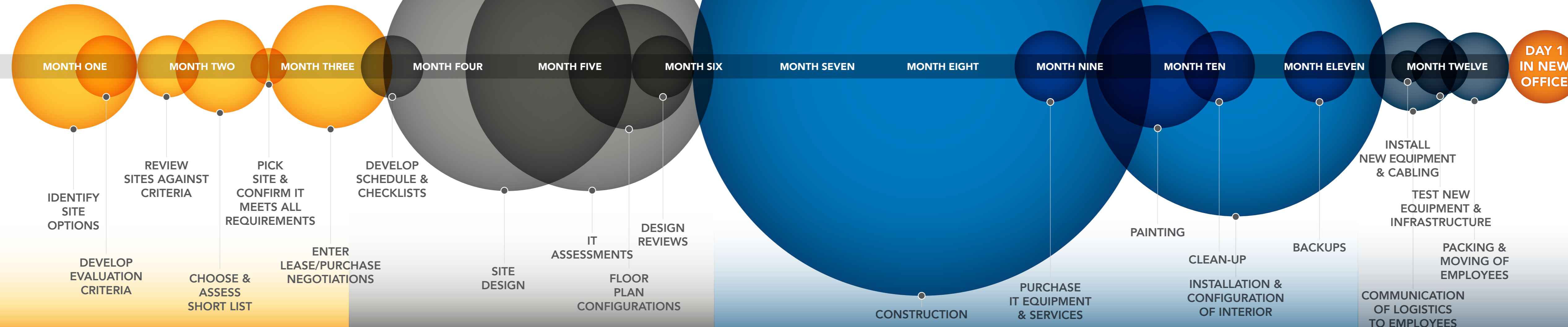
## Move-In Phase

The pace has picked up as final installations and touch ups are occurring throughout the new site. Testing of new systems is on-going and company-wide communications providing details and actions required are being sent weekly. Excitement builds towards the reveal. The big day arrives and everything goes off without a hitch, due to your careful planning and adherence to process. Management and staff are delighted in your company's new home.

## A Timeline for Moving Your Company

Moving your business to a new location is no small feat. With so many things to consider, it can be easy to get overwhelmed and fall behind. Our Moving Timeline keeps you on track, breaking down your move into four key phases with associated tasks to help you plan.

Actual timelines may vary based on the size and scale of your move, but the process remains the same.



## How Can We Help?

Besides a new location, moving your company can offer opportunities to improve productivity with new or upgraded systems offering enhanced capabilities. Electric Lightwave combines best-in-class telecommunications equipment with a full suite of networking, communications, and managed services. This unique combination of equipment and service provides an end-to-end solution designed to help your business run more efficiently and effectively. Contact Electric Lightwave for help with your move.

