



Three ways Synapse will make your office move easier

Moving offices can be a stressful time for any business. Important aspects of the move can be overlooked which can hinder a smooth transition from your old office into your new one. In order to reduce last minute panic and unnecessary stress, Synapse IT have compiled three moving packages designed specifically for your varying business needs.

From DIY to sit down and relax, Synapse IT offers everything you need to help avoid the stress of moving.

Mover's Guide

Receive a copy of our comprehensive guide to relocating offices

Our carefully constructed moving guide explains all you need to know in terms of relocating offices.

Our moving guide includes:

- General moving tips and advice
- Timing plans and scheduling which provide an outline of time-sensitive activities and deadlines
- Common pitfalls and warning signs and how you can avoid unnecessary problems
- A comprehensive IT relocation checklist

Request your copy of our moving guide by filling in your details overleaf.

Mover's Workshop

Receive a one-on-one consultation to help you understand every aspect of moving offices

If you choose to move independently, our DIY package may be best for you.

For a low fixed fee, Synapse will conduct a one-on-one planning workshop where we will guide you through the moving process step by step.

During the workshop Synapse will help you identify the more difficult aspects of your move, which can save you time and money.

At the end of your workshop you will have a much better understanding about planning your move confidently.

Full Mover's Service

Allow Synapse to take care of all your needs, from installing phone systems to connecting internet

Sign up to our full mover's service and our staff will help you through every aspect of your office relocation, from moving hardware into your new office, to installing internet connections.

Not only can we take care of your IT needs (such as installing phone lines and setting up internet), but we can also arrange other important services such as electricians and handymen, to help you with your move.

Do you need help to make your transition as smooth as possible? Give us a call to find out how.



If you would like to hear more about Synapse IT's relocation services, please fill in your details below.

SYNAPSE IT BUSINESS RELOCATION FORM

Date _____

Phone _____

Contact Name _____

Email _____

Company Name _____

How many staff are in your company?

- <5 users
- 5-10 users
- 10-30 users
- 30-70 users
- 70+ users

When do you intend to move?

What package were you interested in?

- Mover's Guide ~~(\$29 + GST)~~ **FREE**
- Workshop + Mover's Guide (\$300 + GST)
- Full Mover's Service (\$POA)
- I need more information

Where is your new office located?

Do you have multiple offices?

- Yes No

I would like Synapse IT to contact me regarding relocating my office.

Name: _____

Signed: _____

Date: _____

Please return this form to your real estate agent or scan and email to moving@itconsultants.com.au.

Conditions:

- All Synapse services incorporate our General Terms and Conditions, available at www.itconsultants.com.au.
- All prices are exclusive of GST unless otherwise noted.
- Your real estate agent may receive a commission payment for referring our services to you.