

TechTeam **Solves** Technology Moving/IT Change **Needs**



Disconnect, reconnect, and
reconfigure equipment
before and after relocation

Air rides, priority handling
equipment moving, and ground
transportation services

IT equipment receiving,
shipping, inventory,
and placement

Voice/data
cabling design and
installation services

techteam solutions

A Total Office Solutions Company

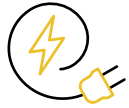
SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES

techteamsol.com • 1.800.668.3752



“IT’S” about YOU!

“HERE” is what WE do for “YOU!”



IT and Phone System Disconnect/Reconnect/Relocation (PC, Server, Peripheral, Firewall, Router, and Misc. Equipment)

Process-driven disconnect/reconnect services in support of project and moves/adds/changes office moving.



Low-Voltage Cable Installation/Removal

Complete low-voltage design and installation services. Complete lease-compliant low-voltage removal, including hardware, from suite and plenum.



Server Room Disconnect/Decommission

In addition to removing all low-voltage cables, we “white box” your server room: all equipment checked, brought electrically inert, then eWasted.



eCycling/eWaste Services

Collection, inventory, and documented destruction services. Disposition to metal recycling per client policy.



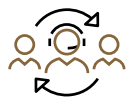
IT and Phone System Testing/Scripting Services

Provisioning of IT staff to ensure testing/scripting to the internet, IP addresses, as well as mapping printers to each end-user station.



Cleaning/Sanitizing Services for Electronics

Provisioning of all cleaning/sanitizing of all electronics. We use an 80% alcohol-based anti-static electronic sanitizing spray with an anti-static cleaning cloth. These services are offered as a single or add-on service to any current tech project upon completion.



Technical Management Services

Provisioning of Project or Hourly-based Technical Management Services. We supplement your limited IT staff during move or conversion projects.



IT Equipment Inventory Services

Inventory services, to client specification, at a serial number, make, model, power on/power off level. Includes recording or placing asset control tags.



IT Equipment Receive, Manage Inventory, Deliver and Install Services

Typically on medium and large IT equipment changeover projects or new installation, there is a need for “knowledgeable pairs of hands.” We provide those hands to supplement your efforts or manage and provide project services, including asset management and tag installation.

**When You Move, Your
Technology Moves with You.
TechTeam Plans and Physically
Supports Those Moves.**



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TechTeam Solutions Has Solutions for All Your Technical Moving Needs.



PC Disconnect/Reconnect and Computer Moving Expertise

Moving your personal office computers and other office tech equipment is a complicated job that requires expertise. With TechTeam Solutions, our goal is to provide you with a process-driven care-free move of all your technical equipment. TechTeam Solutions will work with you to create a meshed schedule and perform to that schedule. We are completely transparent and flexible while performing our services to plan.

Whether you have a few dozen computers to move or hundreds of computers and work stations, we can have a team that is organized and professional plan your next move. All of our TechTeam Solutions movers are experienced experts in their field, and take care of your equipment to make sure all your tech moving needs are met.



Computer Moving Services

- Disconnect Computers
- Reconnect Computers
- Reconfigure Workstation Computers
- Cable Organizing
- Computer Workstation Setup
- Receive, Stage, & Install Monitor Arms



IT Moving Expertise

Move IT and your technology equipment the right way with our Custom IT Moving and Trucking services. Technology equipment has special requirements. When relocating your business, use our expert movers to protect your company's investment and move things the right way. Computers and Electronics Shipping, Industrial and Corporate Relocation Services, Full Domestic and International Equipment Shipping Service, Air Ride Trucking Equipment, Packaging Alternatives including Packing and Crating, Bubble Wrap and Blanket Wrap, Custom Transportation Logistics Delivery Options Incorporate Same Day, Overnight and Economy Shipping Service, Free Freight Company Quotes and Freight Quote Options, Asset Tracking, Full Logistics Moving Company Services, Shipping Insurance choices.

We have a team with experience in all kinds of office and PC/server relocations, and we can make sure your move is executed with precision so your business is up and running again quickly.



IT Moving Services

- IT Equipment Receiving
- IT Inventory
- IT Unpack & Placement
- IT Cable Organizing
- IT Rack Setup



Server Migration Services Specialists

With years of experience in server relocation, we have the expertise to carry out your server relocation project flawlessly, freeing you up to take care of other mission-critical tasks related to the move and relocation of your IT system.

We are a leader in office moving/tech moving projects. We are specialists in server migration services. We will walk you through the entire process, with a clear plan laid out and a project manager making sure you hit all the key milestones in your server relocation checklist. Contact us today for a free quote on what we at TechTeam Solutions can do to help facilitate an integral part of your IT department with a server relocation.

Server Relocation Services

- Cable Mapping & Project Design
- General Contractor
- Data Cabling Coordination
- Server Relocation
- Project Management
- Air Ride Transport



New Equipment Receipt, Inventory Management, Old Equipment Removal, New Equipment Installation

Updating your workstation tooling at the end-user level? TechTeam can work with you to provide service that accounts for receiving, storage, and inventory management of your new workstations and equipment. We can manage the removal of the old equipment and the placement and installation of the new equipment. We work with your IT Group to plan and coordinate all delivery and technical installation activities, including packaging disposal, equipment disposal with destruction certification, and first-level function testing on the network-primary interface.

Equipment Moving Services

- IT Equipment Receiving
- IT Inventory
- IT Unpack & Placement
- IT Cable Organizing
- IT Rack Setup

“TechTeam Solutions helped us move several hundred computers and relocate a server with no hiccups—it was great working with them!”

—John, IT Manager

Pre-Move Shredding, eWaste Destruction, and Certified Disposal for a Safe and Efficient Office Move.



Asset / Paper / eCycle Purging

Certified e-Waste Destruction



Every office move includes the adage “Don’t pay to move trash.” Think of the sadness of paying your office mover to “just move everything,” only to realize what is trash as it comes off the truck and has no place in your new business home.

You must think through what you dispose of relative to security, privacy, and business “secrets.” TechTeam Solutions and Move Solutions help you with all of that; we have “been there” thousands of times to your one. We offer scheduled and supervised privacy destruction, whether documents, electronic equipment, or objects. When electronics have been cleansed of data, TechTeam Solutions and Move Solutions dispose of them sustainably and responsibly.

TechTeam Solutions and Move Solutions offers purging equipment and services for your use BEFORE the move. Gondolas, purging bins, insertion of the activity into the master schedule; all are important to you reducing your move expense in an expense-conscious and responsible manner.

So, LET’S REDUCE YOUR OFFICE MOVING EXPENSE by reducing what you move to what you will need after you have moved.

TechTeam Solutions and Move Solutions—your trusted partner for the following services!

- Shredding “NAID AAA Certified”
- Onsite & Offsite Capabilities
- Electronic Recycling “R2 Certified”
- Hard-Drive Shredding
- Certificate of Destruction & Recycling
- 100% Recycled



A Total Office
Solutions Company

TechTeam Solutions and Move Solutions work together to provide clients with the purging of electronic equipment, hard drive destruction, and NAID AAA-Certified shredding, including certificate of destruction.



Tech Connect, Decommissioning, and Inventory Services

TechTeam Solutions is your one-stop resource for data, voice and audio/visual cabling, PC disconnect and reconnect, server relocation, and IT equipment inventory management. We can help design the most efficient infrastructure for your application, and then expertly install and integrate all the components, including business and VoIP phone systems.

Your Technical Helping Hands

Our knowledgeable, experienced team members provide the extra hands you need while implementing a transition plan. They work with you and for you to ensure that suppliers are aligned, fiber is up, servers are synced, the cloud is accessible, WiFi is working, and your changes are completed on schedule. We offer precisely the help you need, when you need it, for new installations, moves, or decommissioning.

TechTeam Solutions is a Total Office Solutions, LLP company.

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See Last Page for QR Codes

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Process, Process, Process...

The following details come from our animated video, available via the QR Code to the right.

Your lease is up, and you have to move your offices.

Trust Your Technology Move to TechTeam Solutions.

The following steps are taken from our process video at techteamsol.com/movie:



1

Careful Listening

We want to know your needs and expectations for your Technical Move. What goes first, and what comes up last? Only you know your network and reconfiguration needs—and your needs are our needs. After carefully listening to these requirements, we make a plan.



2

Tech Move Plan

We can inventory your technical resources, weaving their prep and installation into the Master MovePlan. Then, working within the Tech MovePlan, Tech Team Project Managers schedule the continuity of the needed events.



3

Communication

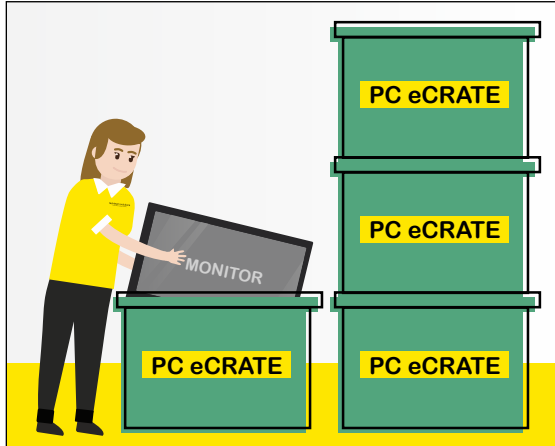
Project Managers communicate with your team throughout the process. Communication, scheduling and teamwork are critical to successfully moving your technology.



Process, Process, Process...

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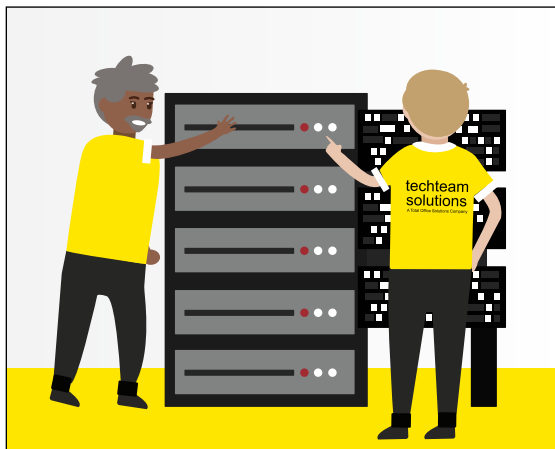
Our experts will create your Master MovePlan.
Every Step Visible. Every Step Double-Checked.



4

Pack and Protect

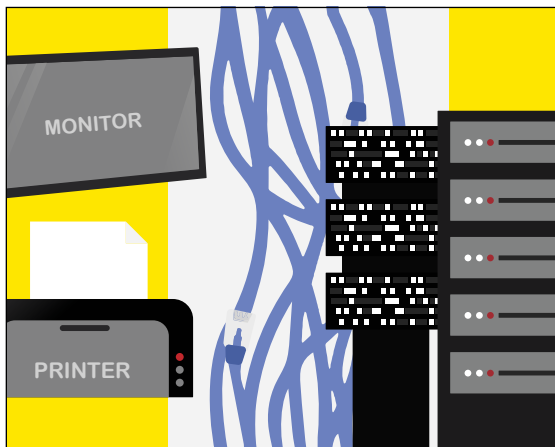
On the day you move, we'll be there to disconnect your equipment and protect your monitors, keyboards, servers, and cables. Everything but the PC gets bagged, labeled, and identified.



5

Knowledgeable Hands

Our team—your Tech Team—are your knowledgeable, needed, eager pairs of hands to disconnect, reconnect, uninstall, reinstall, configure, and test, test, test.



6

Rigid and Verifiable Process

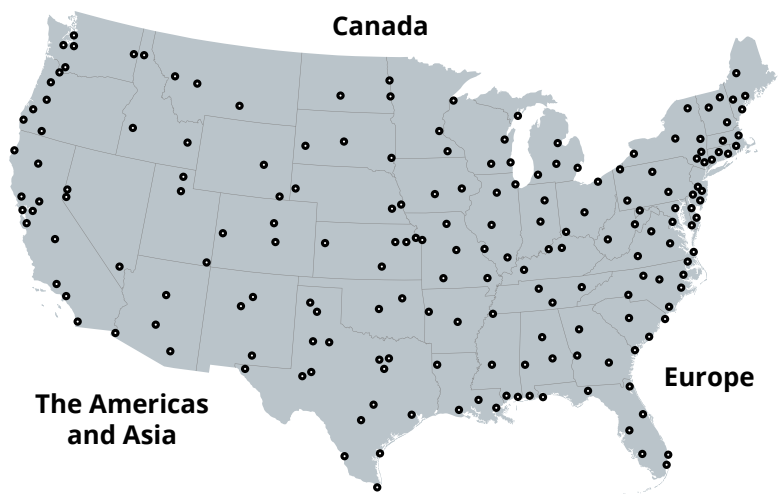
Your Tech Team works to schedule with a rigid, repeatable, documented, and verifiable process. No overlooked equipment, no lost equipment, no detail is missed. We organize your equipment where you want it, the way you want it. We make it all look good.

You. TechTeam Solutions. Anywhere.

Where Can Our “Anywhere” Serve You?

TechTeam Solutions’ Local, National, and International Technology Moving

Get a quote today to get started on your next “Anywhere” technology move needs. Whether you are moving your technology across town, the country, or the world, you need an expert at your elbow working for you and with you. History has proven over and over that TechTeam Solutions is that expert.



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PC AND PERIPHERAL DISCONNECT / MOVE / RECONNECT + LAN / SERVER TRANSITION SUPPORT

pcs, peripherals, servers de/reconnect services
disconnect + reconnect + reconfigure + cable dressing

pcs, peripherals, server relocation
load crates/carts + air ride transport + placement

IT equipment receiving + inventory + unpack + placement
large project asset management + distribution + lan verification

voice & data cabling
project design + GC coordination + voice & data rack and cable installation



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We've Done This Just a Few Times Before!

TechTeam Solutions is able to provide current references for all types of technology moving projects.

In addition, we are heavily involved in industry affiliations.

For over thirty-five years, our thousands of clients have relied on TechTeam Solutions for rigidly adherent, process-driven office moving services. Our three favorite words are: Stable, Predictable, and Anywhere! You want them to be yours, as well.



Founders/Owners Commitment

“Our ability to serve our clients depends upon the people that make up the Total Office Solutions, LLP family of companies. Our committed mission in each of our companies is to staff well, develop well, manage well, and then lead well. The sole purpose of each of those commitments is to provide our clients with teams of exceptionally qualified and capable people to work towards the successful satisfaction of our clients' needs.”

—Linda & Michael Monette Woman-Owned and Led +  Veteran Owned

total office solutions®

And Its Family of Companies

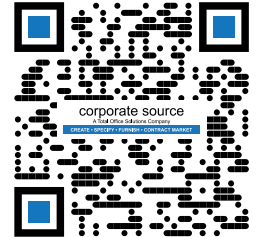
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