

relocation, relocation, relocation

If your business is relocating or expanding in the next six months, congratulations! A growing business is a successful business. Even so, the prospect of moving or expanding offices can be daunting for even the most experienced and successful companies.



It's well known that moving house is one of the most stressful times in a person's life. Imagine the scale this stress could reach when relocating a business; particularly when you consider the number of different companies involved. To ensure your move is as painless and stress free as possible, **acs** provides a fully project managed relocation and installation service.

As specialists in office moves, **acs** will take ownership of every stage of your relocation, managing each detail in-house and eliminating the stress of dealing with and co-ordinating several different suppliers.

finding the perfect office



One of the first and most challenging decisions businesses face when moving or starting up is how to choose the correct premises. As offices typically contain a number of different working areas, from receptions to meeting rooms and general offices, it can often be hard to visualise the space you'll need. For this reason, we have created an Office Builder tool which allows you to 'virtually build' your new office and calculate the floor space you require – valuable information when you set out to find the perfect office. Further to this, our partnerships with leading local commercial agents mean that we can find you the premises that best suit your needs.

To try our Office Builder tool for yourself, go to www.acs365.co.uk/move



project management

When moving day arrives, your **acs** project manager will be on hand to co-ordinate every aspect of the relocation. By working closely with your employees and ours, you will be kept informed at every stage so you can be confident that work will be completed to schedule.

Where necessary, our team will carefully disassemble your furniture, packing away your office in preparation for the relocation. Each box is individually labelled with its exact new location before transportation to site. Where new products are to be installed, these are all quality inspected so any defects or potential problems can be immediately rectified.

Trained **acs** installation teams will then build all your furniture and storage, while **acs** engineers will get your IT systems back up and running. Where interiors and cabling work is required, this will again be completed by **acs's** own in house team.

Choosing **acs** as your office partner eliminates the hassle of dealing with several different companies. With over 12 years experience in co-ordinating office moves and refurbishments, **acs** employs only specialised, fully qualified staff who will work to make your move both stress free and successful.



free space planning

Once you've chosen your premises, the **acs** relocation and installation team will conduct a full, free of charge site survey documenting power point positions and fire escape routes. Following this, you will be invited to visit our working showrooms to see the latest furniture and technologies in action. Based on your requirements and tastes, 2D and 3D visualisations and walkthroughs will be created, allowing you to experience your new environment before making any investment.

All drawings and amendments are completed free of charge and are designed to adhere to your Health and Safety guidelines. Should you wish, you are welcome to join our consultants here at **acs** house or via an online webinar to see your new office design taking shape.

data & voice cabling

From a single outlet to a complete new installation, **acs** can offer a comprehensive structured cabling service to support all of your data and voice networks. All installations are completed by **acs** personnel who are fully trained and accredited. Work is carried out in accordance with BS6701, BSEN50174, current IEEE regulations and CCITT standards and fully project managed to ensure as little disruption to your business as possible.

Services include the design, installation and implementation of all current

Data and Voice cable topologies, including Fibre Optics (single & multi-mode), Category 5 enhanced and Category 6, BNC Ethernet where appropriate and all types of Voice cable, together with wireless laser link solutions.

Our solutions cover all aspects of IT and telecom cabling across local and wide area networks - from full, multi-site installations to moving existing floor ports within your current office.

For further information on our comprehensive cabling services, please visit www.acs365.co.uk or call Ria Stanyer on 01604 704000.



the bottom line

By sourcing everything for your new office from one supplier, you save money and hassle. Free services & leasing deals help to keep costs low & manageable.

**FREE SITE SURVEY
FREE SPACE PLANNING
FREE OFFICE BUILDER**

To learn how **acs** can save you time, money & hassle during your move, please visit www.acs365.co.uk or call Ria Stanyer on 01604 704000.