

Hot Tip #3



Moving?

In order to ensure a smooth move of your phone and data services, use the following guidelines:



Business Lines

- A minimum of three (3) weeks notice should be provided in order to ensure a smooth transition of your Business Line services to your new facility.
 - Add call forwarding or remote access to call forwarding to your main line in case there are delays with the moving of your lines. This will allow you to forward your calls to another number so that your customers will not notice any interruption of service.

T1 Circuits

- A minimum of 30 days notice should be provided in order to ensure a smooth transition of your new location.

DSL Lines

- If you have DSL with fax line from another carrier, you will need to call them a minimum of four (4) weeks prior to your move. To ensure service the day you move, order a new line with DSL or a dedicated circuit if imperative to have data working at the time of your move. If not imperative then plan on having the DSL working 1-2 weeks after your move.

Remember, ITS offers moving assistance for phone and networking equipment as well as cabling and wiring services so you can guarantee everything is set-up and connected once you move in to your new location. Call ITS at least six weeks prior to your move and we will come out and assess what needs to be done to get you all moved and ready to work the same day!

ITS realizes that these days all businesses are looking for ways to save money any way they can. In response to this, ITS has put together this Hot Tips weekly mailing with the goal of providing our customers tips on how to save money or improve efficiencies in their business. For the next month, you can look forward to a new Hot Tip in your mailbox every week.

At ITS, we truly value our customers and are committed to helping you with your communications and networking solutions by being your telemanagement expert so that you can focus on what you do best and not worry about technology getting in the way. If you have ideas you would like us to explore further or would just like to send us feedback, please send an email to HotTips@its-omni.com.

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Great Savings & Features Include...

- Custom Designed Virtual PBX
- Lots of GREAT Features
- FREE Linksys VoIP Phone
- Find Me/Follow Me
- Unlimited Nationwide Calls**
- NO Line Charges
- FREE Voicemail
- Caller ID
- 3 Way Calling
- and many more...*

Benefits Include...

- No Equipment to Purchase
- Fully Scalable-Grows With Your Business
- Web Based Management
- Work Anywhere with Find Me/Follow Me

*2 Year term required. Available for business customers with up to 5 lines. Have more than 5 lines? Call for a quote. Requires Broadband connections **Unlimited free minutes excludes auto-dialing, Internet access, call centers, calls over 60 minutes and off-shore callers. Setup charges \$29.95 Offer Expires: January 18, 2009
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