

Desk/Equipment Moves

Please allow a “48-hour notice” for desk/equipment moves. This means a ticket is created at least 48 hours PRIOR to any moves of equipment and people. This timeframe allows us to assess network, equipment and software needs so the move is smooth and efficient. Most of the time, we can make the move sooner– but only if we are prepared.

If we are not notified and you feel the urge to move the equipment yourself, we will not address any issues until a ticket is created. There will be no priority for moves made without a ticket.

To avoid issues with serving our customers, please adhere to this rule.