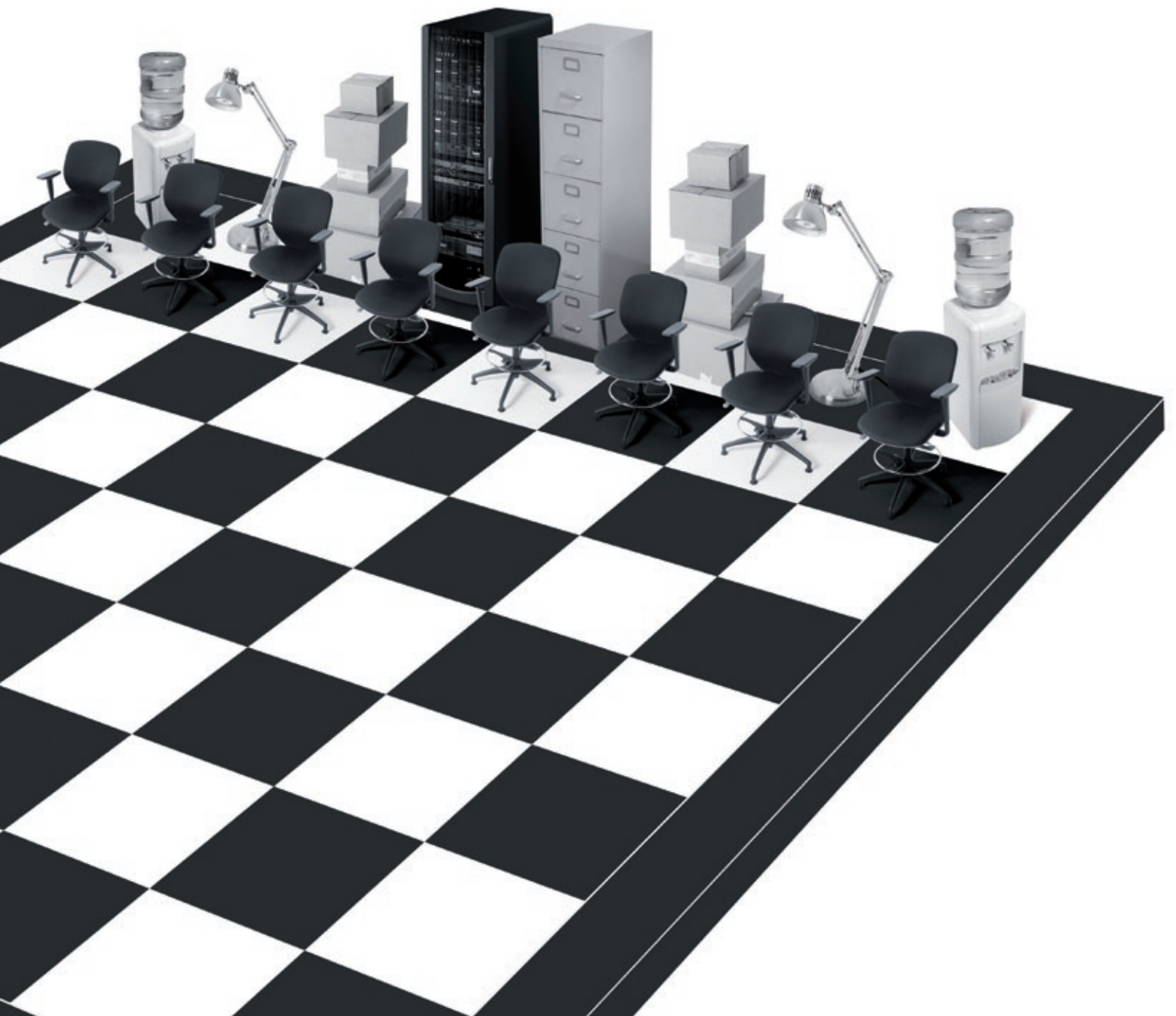




Bringing it all together

What's your next move?

If you are thinking of moving premises let us know as soon as possible. Whether you are moving altogether, opening up additional premises or refurbishing existing premises, a move takes a lot of organising.



Choose BT to make your move

We understand that moving premises is stressful.

The fact that 900 businesses ask for our help every week just goes to show the level of experience and expertise we have in helping to reduce the strain of moving.

No, we haven't become a removals firm overnight; what we have done is form a range of partnerships with some of the best in class suppliers to provide a complete moving solution.

Visit www.bt.com/movebusiness to register your intention to move and we'll assign you a named member of our Business Movers team with a direct dial number to be your own dedicated point of contact. He or she will co-ordinate the move of your BT services and help you with any other aspect of your move. (This co-ordinator is provided at no extra charge when moving your BT services.)

For more substantial moves our specialist BT Managed Movers Team can easily manage every aspect of your change of premises, naturally including moving your BT services.

We can offer simple to extensive help and advice, from an informative movers guide entitled 'Business as Usual. A Movers Guide', through to a full end to end managed mover solution with your own project manager. As well as offering just about everything in between.

The earlier you can notify us of your intentions the better. Time is of the essence whenever you are moving. The more time you put into planning it the better off you will be.

We know that moving your IT and communications services to new premises might require a survey and planning permission, which takes time – that's why we recommend you start planning three to six months before the move.

While we can help you move your BT services, we also see it as a time to review your IT and communications needs for your new premises. That's why we offer a free¹, no obligation IT and Communications Review that can improve the way you work now and in the future.

This detailed review of how your current data and communications systems operate can highlight any potential improvements we could make to help increase your business performance. Allowing you to do what you do best which is running your business.

This isn't the only way we can help your business. We know that 49%² of SMEs feel they are under economic pressure, and while not all are in the process of moving, this lack of ability to do so may well be holding them back. 37%³ of SMEs have already sought some form of financial assistance.

That's why we have developed a number of finance packages for new BT equipment, if you feel that it might be necessary, at a time when cash flow is tight. We offer a range of services including easy access to up to £10k credit⁴.

Overall, moving can be a very stressful and time consuming exercise that requires a great deal of planning, using specialist skills and a need to project manage several suppliers.

The range of moving services available from BT can make any move less stressful. We will ensure a successful move whether you take the whole range of services, including employing a project manager, or merely making use of the single point of contact provided by us. BT should be your first call whatever you need when moving.



Planning your move

It's important to think ahead when planning on making any move.

The more notice you give to any of the suppliers you intend to use, the better off you will be. That's why we offer a full BT Movers Guide and Movers Checklist, along with our experience of having helped move thousands of companies, which we believe will help your move run smoothly. It recommends making your plans three months before you decide to move, or earlier if you can.

We have a recommended team of trusted partners who do those things not normally associated with BT. Like packing and unpacking, office refurbishment, security systems, equipment disposal, as well as an overall physical removal service.

We offer a single point of contact within our specialist Business Movers Team to efficiently move your BT services. We can also offer you a Project Manager who will be dedicated to ensure all aspects of your move go according to plan. This can be cost effective for companies as it means you can spend time doing what you do best, which is focusing on your business.

We understand moving premises takes planning, but it also gives you an opportunity to make plans for the future. Businesses on average move once every seven years. So now is the time to be thinking about where you might be in the future, so that your IT and communications systems can allow you to build for tomorrow.

A small investment now can save you money in the future. So rather than having to overhaul your whole system over and over again we build in the ability to scale up or down as your business changes.

We know moving can be a particularly stressful and sometimes expensive time. Which is why using the move as a way to start and develop a communications strategy for the future can be a cost effective thing to do. (We have a range of financial packages that could help you to implement changes now, which could save you money in the future.) So you can turn this particularly stressful time to your advantage.



Manage your business move

How can we help keep your business running smoothly while you move?

We offer a whole host of services to ensure your move doesn't affect your day to day business. Our aim is to make your move seamless. We can do everything regarding telecommunications; from redirecting your calls so you don't miss any important sales, to making available any important data files you might need while the office move is taking place. While our trusted partners can help you do everything else; from packing up the office plant to disposing of all your unwanted IT equipment.

Keeping in touch during your move

How can your staff take calls while you are moving? How can you make sure all your customer requests are answered during your move? How will your suppliers be able to get hold of you? These are all problems we can help with. As we know a missed call can lead to a lost sale.

We can provide services to transfer calls from your old premises and direct them to your new one; whether you want them sent to a new mobile number, a new landline number or both. We can also provide a recorded message at your old location notifying customers of your new details.

We also offer a whole host of other phone services that may benefit your new business, like a non geographic phone number (so you appear to be a national company rather than just a local one).

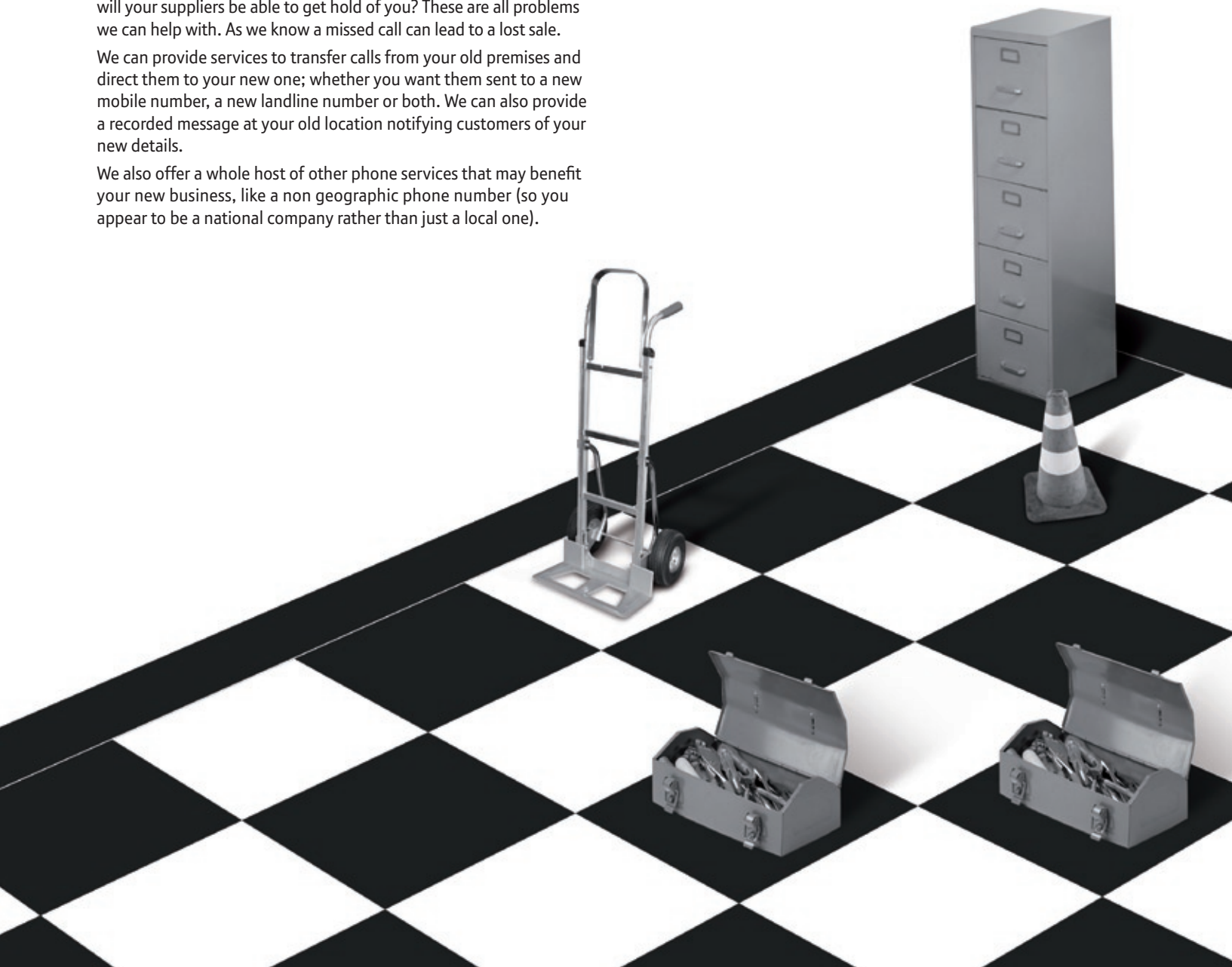
Keeping track of data during your move

We offer secure off-site storage of your data files whilst moving, including protection against viruses and hackers.

This off-site data storage allows your workforce to have access to the information and data they need, to continue doing their jobs, while you are moving premises. Lost files can mean lost revenue.

There is also a data backup service that not only benefits you in a move but is also a fail-safe device for any of your important documents you wish to have backed up outside the office.

In fact with mobile working now readily available it may well be the start of a whole new way for your staff to operate; whether they are working at home or on the move.



Managed Movers

How can we help you execute your winning move with the minimum disruption to your day to day business, both before and during your move?

We have trusted partners in all areas of moving a business; these partners are renowned in their own individual areas. This enables us to provide a full end to end solution in all areas of your move.

So not only do we supply all the technical know-how and support that you could possibly need for moving your BT IT and telecommunications, but we also now offer a Managed Movers service that allows you to focus on doing what you do best, running your business.

Through our partners we offer a first class removal specialist to deal with all your office needs; like desks, files, computers, bookcases and the like.

We also have expertise in security systems so we can put into place all the security you could possibly need at your new premises: entry systems, fire alarms, intruder alarms, CCTV and surveillance systems, all of which can be monitored.

In addition, through our partners, we are capable of offering a wider range of building services. Everything from full structured cabling and managed services through to mechanical and electrical engineering, and energy management. Our partners' skills include design, prefabrication and offsite manufacture supply, installation, testing, commissioning and maintenance.

Not to mention a recycling company who will assess any unwanted IT equipment and dispose of it ecologically as the law now requires. In certain circumstances they may be able to refurbish the equipment and resell it on your behalf.

Remember we worked with over 45,000 businesses that were moving last year. We have a great deal of experience to offer and a vast array of partners who can help you through the move, ensuring that every aspect is catered for. We can even offer a Project Manager who can co-ordinate the whole move for you. Relieving you of the hassle and allowing you to concentrate on the running of your business.



Moving forwards: The BT IT Review

We offer a free¹ IT and Communications Review for anyone moving to new premises.

This review gives a full overview of how your current data and communication system operates and how future changes could make it more flexible so that you can increase productivity and potentially increase profit.

It's a no obligation visit from an IT and communications expert, armed with the knowledge to show you, in jargon free language, how you could have your IT and communications working to their absolute optimum.

The full review costs nothing, takes only an hour and is designed specifically to highlight any potential improvements we could make in your IT and telecommunications. This could, in the future, improve the way you run your business.

90% of businesses that lose data from a disaster are forced to shut down within two years of the disaster. 50% of businesses experiencing a computer outage will be forced to shut within five years⁵. Securing against system breakdowns that affect your business then is important and it is something that a BT IT Review can point out. (We can provide for these kinds of eventualities with our Datasure and Commsure backup services for all your data and communications.)

It can also show you how to keep down costs. Combining fixed-line and mobile phone services with business grade broadband can help reduce administration time, as well as costs, by giving you a single bill and one helpline number for all billing, service and support.

We can see if mobile working would benefit your business; as losing touch with customers and suppliers can ultimately lose you business. We can see if offsite data storage facilities would benefit your business.

We offer a whole host of services and provide all the necessary IT support and IT management, as well as all the latest file and data security. Which means you can provide a better service for your customers.

In fact we can assess all your business requirements for landline, mobile, data and email connections. We even look at the way the information you need to share can come into and out of your premises with our building services partner.



A cost effective move

We can offer ways to finance new IT and communications equipment you may need.

This means you can avoid a big capital outlay at a time when you need to be carefully managing your costs for your company. BT Finance offers various approved finance schemes backed by GE Capital.

We can develop a rental option tailored to suit your business. This can be twelve simple quarterly payments over a three year period, or varied payments over a seven year period.

We can offer up to £10,000⁴ quick and easy credit for business movers. Convenient technology financing for the equipment you need.

Our financing options provide you with the ability to create a payment plan to suit you. That means you can purchase the latest technology for a smaller financial outlay. You may also upgrade at any time and re-evaluate your payments at any time.

The added bonus of working with one supplier could also help to reduce your administration costs. Whilst participating in the free¹ BT IT and Communications Review (previous page) could well help you make future savings in your new premises.

An ecological move

Our ecological partner is waste electrical electronic equipment (WEEE) compliant. They collect, they treat and they dispose of all redundant electronic and electrical goods in an environmentally friendly way.

In disposing ecologically of any outdated or unwanted equipment in the move you are undertaking, we give you assurance that all data is fully erased.

If they find the equipment can be reused they may even reimburse you for part of its value depending on its quality.

We can also provide a paperless billing programme. Which is just one of the ways we are looking to be more ecological with our technology and the services we provide to benefit everyone in the future.

We continue to be the top ranked telecommunications company in the Dow Jones Sustainability Index, something we have maintained over the last six years. And we continue to pledge to reduce our carbon footprint and encourage our employees to reduce theirs. As well as influencing our customers and suppliers to follow our lead.





Bringing it all together

If you are interested in the BT Movers Guide or the BT Movers Checklist, or if you would like to tell us about your future move, please visit www.bt.com/movebusiness and register your company name. We're sure the valuable experience we have gained will be of use to you in your move to new premises.



All businesses are independently owned and operated. BT logotype and the Connect World symbol are trademarks of British Telecommunications plc used under licence (by the licensee).

The meaning of the word partner or partnership in this communication is governed solely by the terms of the commercial agreement(s) and/or arrangements in place between BT and its partners. It does not give rise to a partnership in the Partnership Act 1890 and any such meaning is expressly rejected by BT and its partners.

All BT sales and marketing activity is conducted ethically following the BT Code of Practice on Sales and Marketing. To view or order a copy of the Code, please visit www.bt.com/codeofpractice or call 152 (business customers) or 150 (consumer customers).

Visit www.bt.com/movebusiness

or contact us on 0800 707 6324

Offices worldwide

The services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms any part of any contract.

© British Telecommunications plc 2008
Registered office: 81 Newgate Street, London EC1A 7AJ
Registered in England No. 1800000

Designed by Tag

PHME 54852/04/08

1. The IT and Communications Review is only available until 31st March 2009. The Business IT Advice service comprises of a free face to face visit by a BT Account Manager or Product Specialist to provide help and advice on BT's own products and services in the following areas of BT's portfolio – IT Manager, Telephone Systems, Networking and Security, Broadband, Mobile or Software Services. Offer open to all UK businesses with more than five employees. No purchase necessary.
 2. & 3. Source: State of the Small Business national report, BT 2007.
 4. This promotion is available to business users only and is subject to status. The advertisement does not constitute an offer of finance; the terms of the agreement are defined in the customer contract, written quotations available on request.
 5. Source: London Chamber of Commerce.
- BT Finance is a registered trademark of British Telecommunications plc, used under licence by a panel of Funders and Banks which includes GE Capital Solutions of 2630 The Quadrant, Aztec West, Bristol BS32 4QG.