

Make Switching Simple

Make your IT switch smooth and stress-free with Apex

Switching IT providers doesn't have to be a nightmare.
Follow these steps to assess your readiness and see just how simple Apex makes the process.
We can support in helping you find any of this information.

Assess Your Current IT Situation

- ☒ **Download the Make Switching Simple Checklist**
- ☐ List all your current IT pain points (e.g. slow response times, recurring issues, lack of proactive support)
- ☐ Identify recent incidents that caused downtime or frustration
- ☐ Rate your satisfaction with your provider in key areas:
 - ☐ /5 Response speed
 - ☐ /5 Communication and transparency
 - ☐ /5 Cyber security confidence
 - ☐ /5 Ability to support business growth

Understand Your Contract and Commitments

- ☐ Check your existing IT support contract end date and notice period
- ☐ Note any clauses about data ownership, early exit fees, or handover requirements
- ☐ Identify all systems, platforms, and licenses your current provider manages

Prepare Your Key Information

- ☐ Create a full inventory of hardware, software, and cloud services
- ☐ List all user accounts, permissions, and accesses needed
- ☐ Gather admin credentials and document where your critical data is stored
- ☐ Identify any ongoing projects or upgrades that might affect the switch

Engage Apex for a Switching Blueprint

- ☐ Book a **FREE Switching Consultation** with one of our team to discuss your needs and pain points
- ☐ Share your contract timelines and IT inventory so we can plan the switch
- ☐ Review your Switching Blueprint and engage with our New Business team to build a service proposal that meets your operational and strategic needs
- ☐ Understand security measures and ongoing support scope

Plan the Transition

- ☐ Agree on migration date that minimises disruption
- ☐ Let Apex liaise directly with your current provider - no awkward calls needed
- ☐ Ensure your team know the timeline and what to expect
- ☐ Arrange any training and onboarding sessions with our team

Switch With Confidence

- ☐ We'll test your systems and access before going live
- ☐ We'll confirm security settings and backups are in place
- ☐ Provide feedback to Apex after the first week to fine-tune support
- ☐ Enjoy faster, friendlier, more proactive IT support!

Next Steps

Book your FREE Switching Consultation today.

We'll map out your personalised proposal for IT support and handle the rest - no pushy sales talk, just practical support.

Download the full Switching Toolkit for myth-busters, FAQs, and much more here!

**Download your
Switching Toolkit here**