NEW FIRM TECHNOLOGY – CHECKLIST

Use the following to help ensure you don't forget anything that might mess up your budget later.

❖ **HARDWARE**

- ☐ Computer
- ☐ Monitor(s)
- ☐ Network cables in the walls of your office
- ☐ Network patch cables (connect computer to wall jack or directly to router)
- ☐ Office phone system
- ☐ Printer or multifunction
- ☐ Toner for your printer
- ☐ Scanner (if you don't get a multifunction)
- ☐ Surge suppressors for all other devices that plug into the wall
- ☐ Switch/hardware firewall
- ☐ Uninterruptible power supply (UPS) for computer and switch/firewall
- ☐ USB printer cable

❖ **SOFTWARE**

- ☐ Accounting and billing software
- ☐ Adobe Acrobat or other PDF creation/manipulation software
- ☐ Case management software
- ☐ Microsoft Office (or equivalent)
- ☐ Search software
- ☐ Speech recognition software
- ☐ Training for all of the above

❖ **SECURITY**

- ☐ Antispam software or service
- ☐ Antispyware software
- ☐ Antivirus software
- ☐ Computer backup system
- ☐ Backup Software
- ☐ Software firewall

❖ **SERVICES**

- ☐ Cell phone
- ☐ Electronic version of your letterhead in Word or WordPerfect
- ☐ Hosted Microsoft Exchange
- ☐ Internet fax service (if you don't have a multifunction machine)
- ☐ Logo, letterhead & business card design
- ☐ Online backup service

    ☐ Remote Access (how will you gain access to programs, documents & data when you're not in the office)

    ☐ Reserve a domain name (i.e., www.yourlawfirm.com)

    ☐ Web Meeting Service

    ☐ Website

❖ **OTHER**

    ☐ Cases of copy paper

    ☐ High speed internet (the speed and reliability of your office internet connection may be the most important criteria when considering new office space)

    ☐ Office supplies