NEW FIRM TECHNOLOGY CHECKLIST:

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

A.   **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

B.   **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

C.   **Security**:

☐ Antispam software or service
☐ Antispyware software

- ☐ Antivirus software
- ☐ Computer backup system
- ☐ Backup Software
- ☐ Software firewall

D.   **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

E.   **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