



## NEW FIRM TECHNOLOGY – CHECKLIST

Visit the ISBA's [PracticeHQ](https://www.isba.org/practicehq) website at  
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or

Reach out directly with questions to  
[practicehq@affinityconsulting.com](mailto:practicehq@affinityconsulting.com)

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](http://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