

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