

Overall Check list

A quick summary of some of the points we have covered since starting our conversation:

- ☐ Do you have a business and domain name to represent your business?
- ☐ Do you want to work in the Cloud, or Hybrid or Desktop applications?
- ☐ What Software do you need to consider?
- ☐ The Hardware – are you going Mac or PC; what do you have at the moment and what do need?
- ☐ Do you have a business Internet presence?
- ☐ What social media are you using?
- ☐ Check your budget (next page)

Budget Planner

	Your selection	Cost
Location of software		
Office tools		
Note taker		
Back up		
Counting the money		
Getting & keeping customers		
The Team		