

Evaluate your IT Situation: Are you covered or blissfully unaware?

Whether you have an Internal IT employee(s) or outsource to fulfill your IT requirements, it's important to know if your IT is really doing what it should. Complete this 10 point checklist to evaluate your IT and see where your business stands.

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| 1. | Has your company ever successfully restored something from backup? | Yes | No |
| 2. | If you're office had a fire or flood, would your data still exist? Is it safely off-site? | Yes | No |
| 3. | Do you have a set IT budget that you track? | Yes | No |
| 4. | Are your monthly IT operating costs fixed or vary from month to month?
Are your IT operating costs predictable? | Yes | No |
| 5. | Does your IT team have the capacity to respond to support requests in under an hour? | Yes | No |
| 6. | Does your team have a response plan for ransomware or being hacked? | Yes | No |
| 7. | Is your inbox spam-free? | Yes | No |
| 8. | Can you do your work regardless of where you are? | Yes | No |
| 9. | If your IT support person/company left would you have all of the documentation and passwords you need? | Yes | No |
| 10. | Does your IT person go home at a reasonable hour and not have to work weekends? Can the company still run smoothly if they take a vacation? | Yes | No |

If you answered "No" or "I don't know" more than 3 times, we recommend contacting us for an independent review to make sure your company is safe, efficient, and IT needs are met.

We work closely with your IT team to supplement their efforts and see where we can help the most, letting them do what they enjoy the most.