

Hardware and software questionnaire

- Have you thought about having a “virtual” IT department?
- Do you need a computer?
 - o A PC or a Mac?
 - o A laptop or a work station?
- A printer do you have one? If not which one should you chose?
- Do you know about the different types of scanners that exist? E.g. Pen Scanners?
- Have you got any microphone equipment and would you need it?
- Are you using a shredder? If not why not?
- Are you aware of the different types of backup and are you using any type of backup at all?
- Do you need to use or plan to use video?
- Are you planning on hosting webinars? Have you had a look at the different types of software?
- Will you be writing your own invoices and be needing software to do so?
- Have you got a PayPal account and do you need to have one?
- Would it be sensible to have a Gmail account and why?
- Would it save you time if you had software that allowed you to scan old documents and then edit them?
- Have you heard of and maybe used Skype?
- Have you used video and voice editing software and would it be good for you to have it?

Other hardware and software you would like to add to the list?

I can help you with these and other questions and point you in the direction of useful contacts for example a company that could be your virtual IT department too.