

## CHECKLIST: Set Up Your Office

Get your startup ready for business by reviewing these items you may need to set up your office.

### COMPUTERS

- ☐ **Laptop Computers/Desktop Computers:** Determine which type of computer is most functional and affordable for you and your employees.
- ☐ **Monitor:** Desktop computers require monitors; look for clear resolution and an adequate screen size for each employee's job functions.

### INTERNET CONNECTION/NETWORK

- ☐ **Find out what type of Internet connection** is offered by the location you're considering to make sure the speed is acceptable for your business needs.
- ☐ **Router:** Purchase a wireless router that has enough signal strength to handle all of the computers and other devices in your office. Look for features such as built-in Virtual Private Networks (VPNs), Network-Attached Storage (NAS) functionality and the ability to support printer and hard drive sharing.
- ☐ **Cloud storage and backup application:** Cloud storage applications automatically sync and store data from your business's computers and other connected devices to the cloud, so you and your employees can access them anywhere.
- ☐ **External hard drive/s:** Connect an external hard drive to each computer as a secondary backup system.

### SOFTWARE APPLICATIONS

It's often more cost-effective to use cloud-based software apps, which you essentially "rent" by the month. Most businesses' basic software needs include:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Microsoft Office or similar software suite with spreadsheet, word processing and presentation functions | <input type="checkbox"/> Virus protection software                 | <input type="checkbox"/> You may also need industry-specific software. |
|  | <input type="checkbox"/> Accounting/bookkeeping/invoicing software |  |

List computer equipment, network equipment and software applications you need below:

### OFFICE PRINT, COPY AND SCAN SOLUTIONS

If your business involves lots of printing, copying, scanning or faxing, you may need standalone machines for these tasks. Choose models that can handle the output size and volume you need. If your business isn't paper-intensive, consider multifunction machines that print, scan, copy and fax.

- |                                   |                                       |   |
|-----------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Printers | <input type="checkbox"/> Fax machines | <input type="checkbox"/> Multifunction machines |
| <input type="checkbox"/> Copiers  | <input type="checkbox"/> Scanners     |   |

List office equipment you need below:

## FURNITURE

Plan your office layout before selecting your furniture. Do you want an open-plan space, cubicles or traditional offices?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Desks or work tables | <input type="checkbox"/> Filing/storage/shelving system      | <input type="checkbox"/> Guest seating               |
| <input type="checkbox"/> Cubicle walls        | <input type="checkbox"/> Whiteboards                         | <input type="checkbox"/> Break room furnishings      |
| <input type="checkbox"/> Desk chairs          | <input type="checkbox"/> Task lighting (desk or floor lamps) | <input type="checkbox"/> Conference room furnishings |

List furniture you will need below:

## PHONE SYSTEM

Assess your communication needs before selecting a phone system.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Landline phones                            | <input type="checkbox"/> Conference phone | <input type="checkbox"/> <b>Phone peripherals:</b> Headsets, Bluetooth devices, earbuds |
| <input type="checkbox"/> VoIP (Voice Over Internet Protocol) system |   |   |

List phone equipment you will need below:

## MOBILE DEVICES

Assess how you will use mobile devices to choose the best ones for you.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Smartphones   | <input type="checkbox"/> Tablet computers | <input type="checkbox"/> <b>Mobile peripherals:</b> Portable chargers, headsets/earbuds, credit card swipers |
| <input type="checkbox"/> <b>GPS devices:</b> Useful if you have delivery drivers |   |  |

List mobile devices you will need below:

## MISCELLANEOUS OFFICE SUPPLIES/TOOLS

List miscellaneous equipment you will need, such as postal scales, calculators, staplers, desk supplies and ergonomic devices:

## INDUSTRY-SPECIFIC EQUIPMENT

Your trade association or industry publications can give you an idea of the specific equipment you will need for your new business. List industry-specific equipment you will need below: