



INFORMATION TECHNOLOGIES - The effective use of technology

Y	N	NA	?	COMPUTERS
				Do you have a vendor for computers
				Do you have a vendor for computer repairs
				Are your computers networked
				Do you have a network administrator
				Do you need server facilities
				Do you have Contact Management Software
				Do you have business productivity software (office, word perfect
				Is your network secured, ie firewalled, password protected etc.

TELEPHONE

Y	N	NA	?	TELEPHONE
				Do you have a business phone established
				Do you have a business fax line established

INTERNET

Y	N	NA	?	INTERNET
				Do you have an established internet vendor
				Do you have a website, who is it hosted with
				Do you have procedure for email and internet usage
				GOTOMYPC.com lets you connect to your computer from anywhere
				Do you need to encrypt any email or attachments