

▶ ABOUT YOU

Business Description:

▶ INTERNET

Domain

Your domain is like your phone number or street address and is your identity on the internet. If you have not registered your domain yet, we encourage you to do so at www.brewcityhosting.com

_____ .COM .NET

Email Addresses:

- Option 1. ___ <First Name> . <Last Name> @ <YourDomain>
- Option 2. ___ <First Initial><Last Name>@<YourDomain>
- Option 3. ___ <First Name><Last Initial>@<YourDomain>
- Option 4. ___ <First Name>@<YourDomain>

▶ OFFICE EQUIPMENT

Network

Wired: _____ Wireless: _____



Internet Connection

Dial-Up: _____ ISDN: _____ BroadBand (Cable/DSL): _____

Servers

Storage Needs: _____ Server Apps: _____

Backup

Tape: _____ CD/DVD: _____ Disk: _____



Workstations

Desktops: _____ Notebooks: _____

Printers/Fax

Laser : B&W: _____ Color: _____

Color Ink Jet: _____ Fax / Multifunction: _____

Copier: _____ Add Print _____ Add Scan _____ Add Fax _____

▶ SOFTWARE

Microsoft Office™

Word: ___ Excel: ___ Outlook: ___ PowerPoint: ___ Access: ___

Internal Email:

Yes: ___ No: ___

Other Business Software:

Description: _____

Requirements: _____

Other Software:

Description: _____

▶ DOCUMENT IMAGING

Document Imaging can be a very useful tool in maintaining records and ease of retrieval. There are cost effective solutions for business that have removed the barrier for small and medium sized businesses.

What types of documents (Check all that apply):

- Vendor Invoices
- Client Billing
- Corporate Filings
- Financial Reports
- Taxes
- Client Information
- Job Applicants/Resumes
- HR Information
- Other

Description _____

Approximate:

Total Pages : _____ Number of Workstations: _____

▶ NOTES

Notes: _____

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