

PRE-PURCHASE CHECKLIST

MANAGED IT SERVICES



NAME:

EMAIL:

PHONE:

COMPANY:

1. Do you have a current IT company or employee on staff?

Yes

No

2. If so, what is your current monthly IT expense?

3. What services are included in your current contract?

Monitoring & Management

Cybersecurity

Helpdesk

Backup/Disaster Recovery

Firewall Management

Switch Management

Server Management

Phone Management

Hardware Procurement

4. How many employees are in your office? _____

5. How many workstations are currently setup in your office?

Windows

Mac

Both

6. How many laptops are currently setup in your office?

Windows

Mac

Both

7. Are your servers on-site or off-site?

On-site

Off-site

8. How many servers does your office have in total?

9. Do you have a current phone system?

Yes

No

10. If so, is it owned or are you under contract?

Owned

Under Contract