



TECH SETUP CHECKLIST FOR SMALL BUSINESSES

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HARDWARE CHECKLIST



Laptop/Computer

- General Use: Dell Inspiron 15 (\$549) or HP Pavilion 14 (\$599)
- High Performance: Apple MacBook Air M2 (\$1,099) or Lenovo ThinkPad X1 Carbon (\$1,399)



Printer

- Basic: Brother HL-L2350DW (\$129)
- All-in-One: HP OfficeJet Pro 8025e (\$169)



Router

- Budget: TP-Link Archer A7 (\$69)
- High Performance: Netgear Nighthawk AX12 (\$499)

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PRODUCTIVITY SOFTWARE CHECKLIST

Choose Your Office Suite:



- Microsoft 365 (Word, Excel, Teams): \$12.50/user/month
- Google Workspace (Docs, Drive, Gmail): \$6/user/month
- Zoho Workplace: \$3/user/month



Set Up Cloud Storage:

- Dropbox Business: \$15/user/month
- OneDrive for Business: \$5/user/month
- Google Drive: \$12/user/month

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CYBERSECURITY ESSENTIALS



Install Antivirus Software:

- Norton 360 Deluxe (\$49.99/year)
- Bitdefender Small Office Security (\$99.99/year for up to 10 devices)



Secure Passwords:

- LastPass Business (\$4/user/month)
- Dashlane Team (\$5/user/month)



Backup Your Data:

- Backblaze (\$7/month per computer)
- Acronis Cyber Protect (\$59/year per computer)

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COMMUNICATION TOOLS



Video Conferencing:

- Zoom (Free or \$14.99/month for Pro)
- Google Meet (Included in Google Workspace plans)



Team Messaging:

- Slack (Free or \$7.25/user/month for Pro)
- Microsoft Teams (Included in Microsoft 365 plans)



Phone System:

- Grasshopper (\$29/month)
- RingCentral (\$19.99/user/month for Essentials plan)

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