



WELCOME ABOARD!

CREATING A FOUNDATION FOR SUCCESS



LET'S GET TO WORK

INFORMATION THAT WE NEED FROM YOU



Copies of Support Contracts

Phone and internet bills, phone and internet contracts, copier contracts, support contracts for any line of business applications, contract for security camera company, etc.



Vendor Information

Email and website hosting information, licensing information for servers and Microsoft Office.



Facility Information

Facility directory, emergency after-hours contact, site list, door access codes, company business hours, and floor plan if available.



Technology Information

Please feel free to send login credentials for the following devices if you have them: servers, firewall, router, copiers, security camera, etc. If you do not have that information, we will be happy to work directly with your previous provider to obtain those logins. It is not necessary to send passwords for employee workstations.



Billing Details

Email address for invoices, email of additional contact to be copied on invoices, ACH form, copy of your tax exempt letter if applicable.



THE NEXT 30 DAYS

SETUP MONITORING ON ALL WORKSTATIONS AND SERVERS

SECURE ALL WORKSTATIONS

SET UP BACKUPS AND DISASTER RECOVERY

SECURE YOUR NETWORK

SCHEDULE TECHNOLOGY REVIEW

HAVE A QUESTION?

 309-282-3830

 SERVICE@IT360.BIZ

 WWW.IT360.BIZ/TICKET



BUSINESS FOCUSED TECHNOLOGY