

Workstations

- Desktops: Total # _____ Monitors: Total # _____ UPS: Total # _____
- Laptops: Total # _____ Docking Stations: Total # _____
- Tablets: Total # _____

Printers

- Total # _____ Managed _____ Stand-Alone _____
- Printer 1: Location _____ Brand/Model _____
- Printer 2: Location _____ Brand/Model _____
- Printer 3: Location _____ Brand/Model _____

Servers

- Total # _____
- Server 1: Type/Manufacturer _____ OS _____ Roles _____ # UPS _____
- Server 2: Type/Manufacturer _____ OS _____ Roles _____ # UPS _____
- Server 3: Type/Manufacturer _____ OS _____ Roles _____ # UPS _____
- Server 4: Type/Manufacturer _____ OS _____ Roles _____ # UPS _____

Internet

- Internet: Cable _____ Fiber _____ Other _____ Provider _____
- Speed: Download _____ Upload _____
- Static IP: Yes ___ No ___
- Contract: Start Date _____ End Date _____ Monthly Cost _____

Phones

- Number of Phones _____ Provider _____
- Contract: Start Date _____ End Date _____ Monthly Cost _____

WiFi

- Type _____
- Date installed _____

Firewall

- Type _____
- Date installed _____

Data Backup

- Provided by _____
- Location _____
- Size _____
- Type: Local _____ Cloud _____
- Last Audit Date _____

Desktops/Laptops

- User/Location _____
 - Type: Desktop _____ Laptop _____ Date Purchased _____
 - Current OS _____ Processor/RAM Type and Speed _____
 - Hard Drive Size _____
 - Microsoft Office Licenses: Yes _____ No _____ (If yes: Lifetime _____ Annual _____)
 - Other Software/Licenses: _____
 - Monitor: Yes ___ No ___ (If yes, brand _____ size _____)
 - Docking Station: Yes ___ No ___ (If yes, brand _____)
 - Date of Last Backup _____

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