

# Home Office Checklist

Courtesy of [Freedom800.com](http://Freedom800.com)

## Work Station

- Desk (Shoot for functional and space appropriate, but not flimsy.)
- Computer (Upgrade or buy new? Your needs will depend on how you will use it. Check with any of the major computer manufacturers or electronics stores for recommendations. Helpful Links: [www.Dell.com](http://www.Dell.com), [www.Mac.com](http://www.Mac.com), [www.Gateway.com](http://www.Gateway.com))
- Monitor (Don't skimp here. Flat screen is best if you can afford it.)
- Laptop (Consider a laptop if you need to purchase a new computer. They allow you more mobility and are more space and energy efficient.)
- Printer (Inkjet or laser? If you are printing documents to be given to clients, spend the extra money for the laser printer. The quality will contribute to your professional image.)
- Chair (Adjustable for comfort.)
- Task Lighting (Will help reduce eye strain.)

## Organization

- File Cabinet (Include with your desk to maximize your use of space.)
- File Folders
- Paper Clips
- Stapler/Staples
- Sticky Notes
- Inbox
- Contact Manager (Will help you manage your contacts as well as keep you on track with your appointments and tasks. Helpful Links: [www.Act.com](http://www.Act.com) ; [www.Goldmine.com](http://www.Goldmine.com))

## Communication

- Internet Connection (A DSL or cable modem is preferable - Most likely available through your current ISP provider or cable company.)
- Business Telephone Number (Go virtual for enhanced image & flexibility. Helpful Links: [www.Freedom800.com](http://www.Freedom800.com))
- Fax (Go with virtual fax for convenience and to save space – can combine with your virtual phone. Helpful Links: [www.Freedom800.com](http://www.Freedom800.com) ; Fax only: [www.Fax800.com](http://www.Fax800.com))
- Email Address (If you are setting up your own business get a domain name with email. It is much more professional than using a free web based email address or the one given to you by your ISP. Helpful Links: [www.GoDaddy.com](http://www.GoDaddy.com))
- Hands Free Headset
- Cell Phone (Will keep you mobile.)

## Other helpful links:

- [www.LegalZoom.com](http://www.LegalZoom.com) is an online legal service center that will help you take care of common legal matters such as establishing an LLC, incorporating businesses, applying for trademarks and patents, and more without you having to hire an attorney.
- [www.VistaPrint.com](http://www.VistaPrint.com) is an online printing service with quality, inexpensive business cards, postcards, and many other marketing materials.
- [www.RemoteControlMail.com](http://www.RemoteControlMail.com) will allow you to have your mail sent to a PO Box address and then view that mail online. Great for people that don't want to use their home address as their business address or travelers that don't want the hassle of suspending mail delivery every time they leave.
- [www.GoDaddy.com](http://www.GoDaddy.com) has domain registration and web hosting services at competitive prices.