



## Consulting Services

- Cost comparisons
- Application selection
- Security Best Practices
- Technology discussions

## Product Selection & Purchasing

Desktops, laptops, servers, and printers.

## Team

- On-boarding / exit checklist
- Security Policies

## New Office, relocation, expansion

## Asset disposal



## Items to consider when moving into a new office, relocating, or expanding

- Floor layout
- Outside door access control (keyed, keypad, card)
- Air conditioning / server
- Furniture, chairs, pictures
- Kitchen Microwave, refrigerator
- Office lighting, windows
- Fire extinguisher(s), sprinkler system
- Alarm system
- Security Camera(s)
- Phone system / phones / VOIP / answering service / call forwarding
- Internet Service Provider closet
- Network wired & wireless
- Small / large local and network printing / copying / fax
- Electrical power / UPS / Powerstrips
- Cable TV,TV
- Laptop, desktop, tablet, and cell phones
- Office supplies (trash cans, paper, etc)
- Individual office space keyboards, mice, monitors, files, staplers, etc.



## Asset Disposal

### Hard Drive Destruction/Wiping:

Cost is around \$6 per drive to shred, and \$12 per drive for on-site shredding. Both shred options come with a scan of the serial numbers of the hard drives, and an Asset Destruction Report with the Certificate of Destruction.

NIST SP 800-88, HIPAA, FERPA, FACTA, SOX Compliant (Customizable data destruction available)

### On Site Pickup for Recycling (with more than 10 items)

Includes computers, all-in-ones, laptops, servers, printers, copiers, fax, CRT monitors, cell/phones, UPS batteries, LCD screens, projectors, switches, VCRs/DVD players, radio/audio equipment, hard drives, and miscellaneous (cords, etc).