

#### 4.10 Infrastructure

Basic infrastructure is so easy (and cheap) in today's virtual world. You probably already have what it takes to get started.

- Basic infrastructure to get started
  - Email
  - Phone
  - Computer
  - Basic contract elements - deliverables, rate and payment schedule
- Next things to add
  - Business cards - please don't get the free Vista Print cards, decent cards are only \$20-30
  - Web site - please don't do your own web site, a professional site can be done for \$300-500 - get something up now and perfect it along the way

Now let's review all of the things you'll need to be effective and professional as you build your business.

- Computer
  - A good laptop is a must. Don't waste time with an old machine once you've got some revenue coming in.
  - Get a docking station to save time coming and going
  - Get a wireless keyboard and mouse if you don't already have them. The added comfort is worth ten times the cost.
  - I assume you already have a high speed internet connection...
  - Consider a wireless broadband connection if you're away from your office very much
- Software
  - Buy the software you need
  - Adobe acrobat is a must for a consultant
  - Quicken Home and Business should be sufficient for most consulting accounting needs
  - A time tracking system will save you lots of time and make sure you bill all your hours. I use Timeless Time and Expense <http://www.magsoftwrx.com/>.
  - Learn and utilize the power and features of Outlook