

Choosing a New Business Phone System

Questionnaire

Questions to Ask yourself:

- What vendors and solutions do we currently have in place?
- Do we need to change systems, or can we simply upgrade?
- Which features are essential for our business to have?
- What are our current costs and what is our budget?
- What frustrations do we have with our current phone system?
- How much are we expecting our business to grow?
- How much fluctuation is there in our communications needs?
- Do we have specific compliance measures we must meet?
- What are our goals for our new phone system?
- How will we train our IT staff and end users on the system?

Questions We Need to Ask You:

- Do you have a single site or multiple locations?
- Where are they located?
- What type of incoming connectivity do you or will you have- SIP, T1/PRI, analog?
- How many extensions will you need, including future growth?
- What type of network infrastructure do you have in place?
- What type of data connectivity do you have and how much bandwidth?
- What type of internet connection do you have?
- If you have multiple sites, how are they connected- MPLS, T1, Cable, DSL, VPN?
- What type of phone equipment do you have currently?
- Do you have any remote workers?
- Do you have any feature requirements? Which features are most important?
- What is your budget?
- Do you prefer a hosted PBX (cloud-based phone system) or a premises-based (on-site) solution?
- Do you plan on installing the phone system yourself or will you need assistance?
- Do you currently have an IT resource who manages your company's network and/or firewall?
Who is it?

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- Are you under contract with any phone service providers? Are you currently using another hosted or cloud provider? If so, why are you leaving them
- Do you have local or toll-free numbers that you would like to port into our network for use with other services? If so, please provide those numbers
- Do you have any fax requirements? , Please provide current fax numbers (s),
- Do you have any Toll Free Number (s) requirements? , Please provide current Toll Free numbers (s),

Computer Options simplifies the buying process, and you will find a phone system that saves you money, exceeds your communications needs, and makes doing business easier.

Thank you

California Computer Options