1st September 2014

List of Equipment Required

1) Laptop (ideally no more than 3 years old)

2) Broadband Internet Connection

3) A) Smartphone – Ideally with 200 free minutes (500 preferable if you use your mobile a lot.)

3) B) Landline – ideally with unlimited UK local and national calls package.

3) C) Headset for your landline phone – this will allow you to make notes and type whilst on the phone to clients.

4) Printer & Scanner – (All in One Printers offer the best deal – but check the price of replacement ink cartridges before you buy.)

5) Desk & Chair (dedicated office space preferable so that you can work in peace and quiet)

6) Skype USB Headset – ideal to communicate with many business owners – thereby leaving your landline free for incoming calls.

7) Paper & Envelopes