

## Business Backup Details

*Businesses (and tax information) can be wiped out and thrown into chaos, with sales and customer trust lost, if proper back up is not kept. It is advisable to back up both on site (i.e. on memory sticks; in file folders) and online -- especially if you are working with several outsourcing specialist contractors. Keep these details handy...*

Online Data Backup Storage	Login:	Who Has Access:
<input type="checkbox"/> Google Docs <input type="checkbox"/> Dropbox <input type="checkbox"/> Mozy <input type="checkbox"/> BaseCamp <input type="checkbox"/> Other Project Management Service <hr style="width: 20%; margin-left: 0;"/> Manual or automated? <input type="checkbox"/> Manual <input type="checkbox"/> Automated  If manual, who is responsible? <hr style="width: 20%; margin-left: 0;"/>	Username:  Password:    Renewal Due: [Date, Amount]	<input type="checkbox"/> OBM <input type="checkbox"/> Partner <input type="checkbox"/> Project Manager <input type="checkbox"/> VA <input type="checkbox"/> Writers <input type="checkbox"/> Artists <input type="checkbox"/> Bookkeeper <input type="checkbox"/> Other <hr style="width: 20%; margin-left: 0;"/>
WordPress Backup Details:	Website Backup Details:	How Often does Backup Occur?
<input type="checkbox"/> Manual <input type="checkbox"/> Automated <input type="checkbox"/> Script or plugin  If manual, who is responsible? <hr style="width: 20%; margin-left: 0;"/> Username: Password: Renewal Due: [Date, Amount]	<input type="checkbox"/> Manual <input type="checkbox"/> Automated <input type="checkbox"/> Script  If manual, who is responsible? <hr style="width: 20%; margin-left: 0;"/> Username: Password: Renewal Due: [Date, Amount]	<input type="checkbox"/> At automatic intervals? <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____

**Company Name:**

**Date:**

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<b>Offline Local Backup</b>		
<b>Documents can be found:</b>	<b>Other people with access to or copies of data:</b>	<b>Disks/Memory sticks? Where?</b>
[E.g. in blue file cabinet in den; in black binder in home office bookcase, etc.]	[List by name, title, contact info - e.g. email address or phone number]	<input type="checkbox"/> Yes -- [location] <input type="checkbox"/> No

**Company Name:**

**Date:**

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