



# TECH ASSESSMENT

1. How many executives in your company?  
 1  2-5  6-24  24-99  100+
2. Do you have an in house assistant?  
 Yes  No
3. Do you use the internet?  
 Yes  No
4. Do you dictate?  
 Yes  No
5. Does your company have a website?  
 Yes  No
6. Do you use a mobile device?  
 Yes  No  
Service Provider: \_\_\_\_\_  
Make/model: \_\_\_\_\_
7. Does your company have an IT department or tech?  
 Yes  No
8. On a scale of 1-10 (with 10 being "geek"), how would you rate your technology comfort level?  
1 2 3 4 5 6 7 8 9 10
9. Is your primary e-mail:  
 Public: @Yahoo/MSN/AOL/Gmail  
 Private: @yourcompanydomain.com  
 Other: \_\_\_\_\_
10. What does your company use to manage e-mail?  
 Outlook  
 Lotus Notes  
 Public: @Yahoo/MSN/AOL/Gmail  
 Other: \_\_\_\_\_
11. What does your company use to manage/store documents?  
 Document Management Software: \_\_\_\_\_  
 Private On Line Storage: \_\_\_\_\_  
 Public: Yahoo/MSN/AOL/Gmail: \_\_\_\_\_  
 Other: \_\_\_\_\_
12. What does your company use for word processing?  
 Word: 02 XP 03 07  WordPerfect: 11 12 X3  Other: \_\_\_\_\_
13. You need assistance primarily with:  
 Documents  Calls  Other: \_\_\_\_\_  
 E-mails  Calendar \_\_\_\_\_  
 Website  Technology \_\_\_\_\_

Any information you feel relevant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Fax to 866-848-2195 or scan and e-mail to [support@legaltypist.com](mailto:support@legaltypist.com)**

**NOTE:** you will be contacted within 24 business hours via e-mail to set up your free 15 minute consultation with Andrea Cannavina. Please be certain to add "@legaltypist.com" to your safe list. It's not just our clients who say they are "lovin' LegalTypist!" – junk/spam filters do too! ;)