

PARTNER/SUPPLIER REFERENCE GUIDE

Product/Service	Provider/Description	Website
Accounting System	QuickBooks: Supplier of an inexpensive, easy-to-use, full function accounting system	www.Intuit.com www.CompUSA.com
Checking and Bill Payment Program	Quicken: An automated tool that is inexpensive, full function, supported by most banks, and interfaces easily with QuickBooks.	www.Intuit.com www.CompUSA.com
Computers	Dell and CompUSA: All options that provide high quality product with good service.	www.Dell.com www.CompUSA.com
Computer Monitor	Many Brands: There are many brands and the best for either conventional or flat panel will be a function of who's leap-frogging whom.	www.CompUSA.com
Computer Printers	Hewlett Packard: My favorite for reliability and print quality.	www.HP.com www.CompUSA.com
Computer Router	LinkSys: The standard, low-end workhorse.	www.LinkSys.com www.CompUSA.com
Computer Wireless Mouse and Keyboard	Logitech: Seems to have the consistently best on the market.	www.Logitech.com www.CompUSA.com
Conference Calling	Remote Link: Offers an easy to use service that is branded for your business and is less expensive than ATT.	www.RemoteLink.com
Document "locking"	Adobe Acrobat: The reader is free and used by everyone. The compiler is easy to use.	www.Adobe.com www.CompUSA.com
Employer Identification Number	Internal Revenue Service: You can download the forms and instructions or get the 800# to apply for your EIN from this site. You should get and use this number even if you will work alone.	www.IRS.gov
Expense Reporting Program	ExpensAbles: from OneMind Connect generate high quality expense reports to attach to your invoices. The program makes doing expense reports easy.	www.OneMindConnect.com www.CompUSA.com

Product/Service	Provider/Description	Website
Mapping	Google Maps, MapQuest and Microsoft Streets & Trips: All cheap, highly effective mapping tools.	www.GoogleMaps.com www.MapQuest.com www.Microsoft.com www.CompUSA.com
Naming Software	NamePro: Helps you create unique names	www.namestormers.com/namepro
Payroll and Benefits Processing	PayChex and ADP: Both are reliable, full function programs that will support payroll processing if you decide to have multiple consultants in your practice.	www.paychex.com www.adp.com
Project Planning	Microsoft Project: The most widely used project planning software.	www.Microsoft.com www.CompUSA.com
Property and Casualty Insurance	Hartford, Travelers and Zurich: Reliable, high-rated providers of Business Owner Policies for small businesses.	www.thehartford.com www.travelers.com www.ZurichNA.com
Purchasing	Office Depot, CompUSA, EBay and RadioShack: Different ways to get general office supplies (see section above)	www.OfficeDepot.com www.CompUSA.com www.eBay.com www.RadioShack.com
Retirement Plan	eTrade, Schwab, Vanguard and Fidelity all Provide easy to set-up SEP IRAs that can be funded by a wide variety of fund options.	www.eTrade.com www.Schwab.com www.Fidelity.com www.Vanguard.com
Search Engine	Google: The gold standard for general searches	www.Google.com
System Protection	Norton and McAfee: Both provide robust virus protection and system maintenance tools.	www.Norton.com www.McAfee.com www.CompUSA.com
Time Sheet	Nellson Associates: A simple Microsoft Excel template that will make it easy to keep track of the time you are spending on client work.	www.NellsonAssociates.com
Trademarks and Patents	Trademark Center: Has a free access to the national name search data base, provides state searches, and will file trademark applications (their lawyers – flat fee).	www.tmcenter.com
Word Processing, Spreadsheet, and Presentation Software	Microsoft Office: Used by all of your clients, so it's the only choice you have.	www.Microsoft.com www.CompUSA.com