



IS YOUR BUSINESS DISASTER READY?

COMPLETE THIS CHECKLIST.



UNDERSTAND YOUR RISKS.

Fire, flood, illness, theft, long lasting phone, power or internet outage etc.



PROTECT YOUR ASSETS.

Stock, tools and equipment need to be safe from fire, flood and theft.



CHECK YOUR INSURANCE.

Make sure your insurance covers your risks and any business stock holdings.



BACK IT UP.

Use an offsite backup or cloud storage to back up your important files – quotes, orders and invoices.



KEEP IT RUNNING.

Make sure you can access payroll, banking and invoicing from a device other than your usual one.



PREPARE AN EMERGENCY KIT.

Business continuity plan, phone, laptop/tablet, diary.



For more information and to access additional resources, please scan this QR code.

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