

Business Continuity Checklist for

Date Created:

Date Last Updated:

Emergency Contacts

(Note: Consider listing bank, accountant, hosting provider, and any other professional services used as well as your business delegate.)

| Contact Name | Phone Number | E-Mail Address | Title/Role |
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E-Mail Accounts

| E-Mail Address: | URL/Network | Username/Password |
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Daily Tasks

(Note: this can include blogging, client-related tasks, etc. If you have this on a calendar, provide access information to your chosen business delegate)

| Task Name | Online/Offline | URL | Authorization Info | Related Contacts |
|-----------|----------------|-----|--------------------|------------------|
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Weekly Tasks

| Task Name | Online/Offline | URL | Authorization Info | Related Contacts |
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Monthly Tasks

| Task Name | Online/Offline | URL | Authorization Info | Related Contacts |
|-----------|----------------|-----|--------------------|------------------|
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Quarterly Tasks

| Task Name | Online/Offline | URL | Authorization Info | Related Contacts |
|-----------|----------------|-----|--------------------|------------------|
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Equipment

| Vendor | Vendor Contact | Contact Phone | Contact E-Mail | Make/Model/Serial |
|--------|----------------|---------------|----------------|-------------------|
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Software

| Vendor | Vendor Contact | Contact Phone | Contact E-Mail | Name/Version/Serial |
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Offsite Backups

| Vendor | Contact E-Mail | URL | Authorization | Misc. Details |
|--------|----------------|-----|---------------|---------------|
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Alternate Competitor Resources

| Company Name | URL | Contact | Product/Service |
|--------------|-----|---------|-----------------|
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Alternate Communication Platforms

| Vendor | Contact E-Mail | URL | Authorization | Misc. Details |
|--------|----------------|-----|---------------|---------------|
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Alternate Business Locations

| Location | Address | Phone Number | Contact Name | URL |
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