

New Office IT Hardware Checklist

Use this checklist to organize the business hardware commonly needed for a new office, office move, hardware refresh, clinic, warehouse, dispatch office, or field team setup.

New offices

Office moves

Refreshes

Clinics

Warehouses

Field teams

How to use this checklist

Check what applies, add quantities where known, and send the completed list or a spreadsheet to Dunno Services for quote preparation.

1. Workstations

- Business laptops
- Workstations
- Windows Pro
- Desktops
- Spare device
- Warranty needs

2. Desk Setup

- Monitors
- Keyboards
- Webcams
- Docks
- Mice
- Headsets

3. Printing & Scanning

- Laser printers
- Scanners
- Toner/consumables
- MFPs
- Label printers
- Printer warranty

4. Networking

- Firewall
- Wi-Fi access points
- Patch cables
- Switches
- Rack/shelf
- Network accessories

5. Power Protection

- UPS units
- Rack power
- Power bars
- Surge protection
- Runtime needs
- Spare adapters

6. Software & Licensing

- Microsoft 365
- Security licensing
- PDF/productivity
- Windows Pro
- Backup licensing
- User onboarding

Planning Worksheet

Use this page to capture quantities, timing, and notes before requesting pricing.

Project details

Organization

Location / city

Target date

Primary contact

Category	Qty	Notes / preferred specs
Laptops / desktops		
Monitors / docks		
Printers / scanners		
Networking hardware		
UPS / power protection		
Rugged / field devices		
Microsoft licensing		
Accessories / peripherals		

Important notes

- Delivery location and timing
- Warranty or standardization requirements
- Existing equipment being replaced
- Known compatibility constraints

Ready for pricing?

Send this checklist, your spreadsheet, or a rough equipment list for quote preparation.

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