



NEWSLETTER

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NEWSLETTER DATE
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Serving Los Angeles and the San Fernando Valley

Providing comprehensive IT services for small businesses since 1997

Special Points of Interest:

** Business Continuity and Disaster Recovery Planning **

Fact: 93% of businesses are closing their doors within 5 years of a major data loss. There is no question that a business continuity and disaster recovery plan is important. Here are a few pointers to help you get started:

1. **Know your risks:** In Southern California a number of risks ranging from earthquakes, fires to prolonged power outages come to mind. There are also the possibilities of theft or damage to your system to consider.
2. **Assess the impact on your business:** How much of your work can you afford to lose without endangering your service level to your customers? How long can you be without your most critical forms of communication and applications?

After you have established your requirements, it is time to think about what is involved in a complete business continuity and disaster recovery plan. There are three major areas you need to cover:

• Communication:

How will you be able to communicate with employees, customers and vendors after a disaster strikes?

- Establish emergency phone or email services.
- Have a communication plan in place and published. (Who to contact and how.)
- Have a website ready that can be activated to provide key information.

• IT Systems:

Get help from a technology provider and research the options to make the most critical applications and systems resilient in case of a disaster.

- Build a disaster recovery strategy to protect your most critical data and applications. This includes disaster recovery environments and procedures.

• Site logistics:

What will you do if your place of business is destroyed or not accessible for a longer period of time?

- Do you need a backup site or can you and your employees operate from their home offices?

Now that you have formalized your plan make sure it works!

Test and maintain your plan:

- Conduct tabletop exercises at least once a year, simulating a disaster to test your disaster recovery systems and processes for effectiveness.

Here is what our clients have to say:

"I have worked with a few companies that offer IT work and no one compares to the response and one on one help that ACSLA Inc. does.

I never have felt as if I was bothering them or less important than another client.

If they could not help with when I called, they would give me a call back time and always called back."

Vivian Teasdale
Office Manager, Accounting
MGCAD
Canoga Park

Is your PC a Dirt Devil?

I recently read a study that a PC keyboard is dirtier than a toilet seat. Really? To prevent yours to get to that point; here are some tips how to clean your PC.

- Turn your computer off.
- Open it up and blow out the dust with an Air Duster, then close it up again. Don't use any fluid cleaner!
- Use the Air Duster to blow out your keyboard, you might also use a soft brush for that.
- Wipe the screen with a soft lint free cloth. For stubborn smudges, you can also use a small amount of Windex. Happy cleaning....

Hey... want to make \$100?

This is easy money for you when you refer a business associate to ACSLA Inc. Every referral that becomes a customer is money in your pocket.

Here is how it works:

1. Have them call: 1-800-898-9110
2. Tell them to give us your name and address (as it appears on your invoice) and phone number. This is so we can make sure that we credit the \$100 referral fee on your next invoice.

All referrals are subject to approval. New clients must have at least 5 desktops. A referral becomes a client as soon as a Managed Service Agreement is signed.

DURING THE MONTH OF OCTOBER WE OFFER FREE CONSULTATION FOR A RISK ASSESSMENT AND OPTIONS FOR YOUR DISASTER RECOVERY SOLUTION!

Don't Make This Deadly Mistake And Ignore The Risks For Your Company's Critical Data And Files!

Call: 1-800-898-9110 TODAY!

Free Assessments are limited so make sure to call now!

PS: Did you know that our first client is still with us today?