Offline Business Binder

A practical guide for staying connected to your business when the internet is down.



In a world where people are preparing for a possible major catastrophe event by stockpiling goods

In a world where computer systems seem to be more vulnerable with each new internet outages..

As people are preparing their homes, it may be a good time to prepare your business.



I remember a time when our company had emergency drills – there were procedures in place on what to do if the system went down and how to bring it back up. There were regular (I believe nightly) backups saved to an external stand alone server.

It can be hard to think about the interest going down but as that quote says...

“Hope for the best, prepare for the worst”.



Here are a few items to help you prepare:

Communication & Client Outreach:

- If you don't still have a landline that would be helpful in times of outages.
- Fax machine will also be helpful.
- SMS & Cellular Calling. Shift urgent internal updates and client check-ins to personal or company cell phones over cellular towers rather than WiFi
- In-Person Meetings

Data, Documents & Admin Work:

- Local Drives & Standalone Databases
- Offline App Modes (like Gmail Offline)
- Paper Forms & Logs





Internet Outage Plan

Stay prepared. Keep your business running.

Immediate steps

Emergency contacts

Continuity checklist



Internet Outage Ideas

Stay prepared. Keep your business running.

Immediate steps

- Use Fax Machine to communicate with client
- Use back-up database on stand-alone

Emergency contacts

Continuity checklist

Customer Records

Client details

Appointments

Communication notes

Inventory & Finances

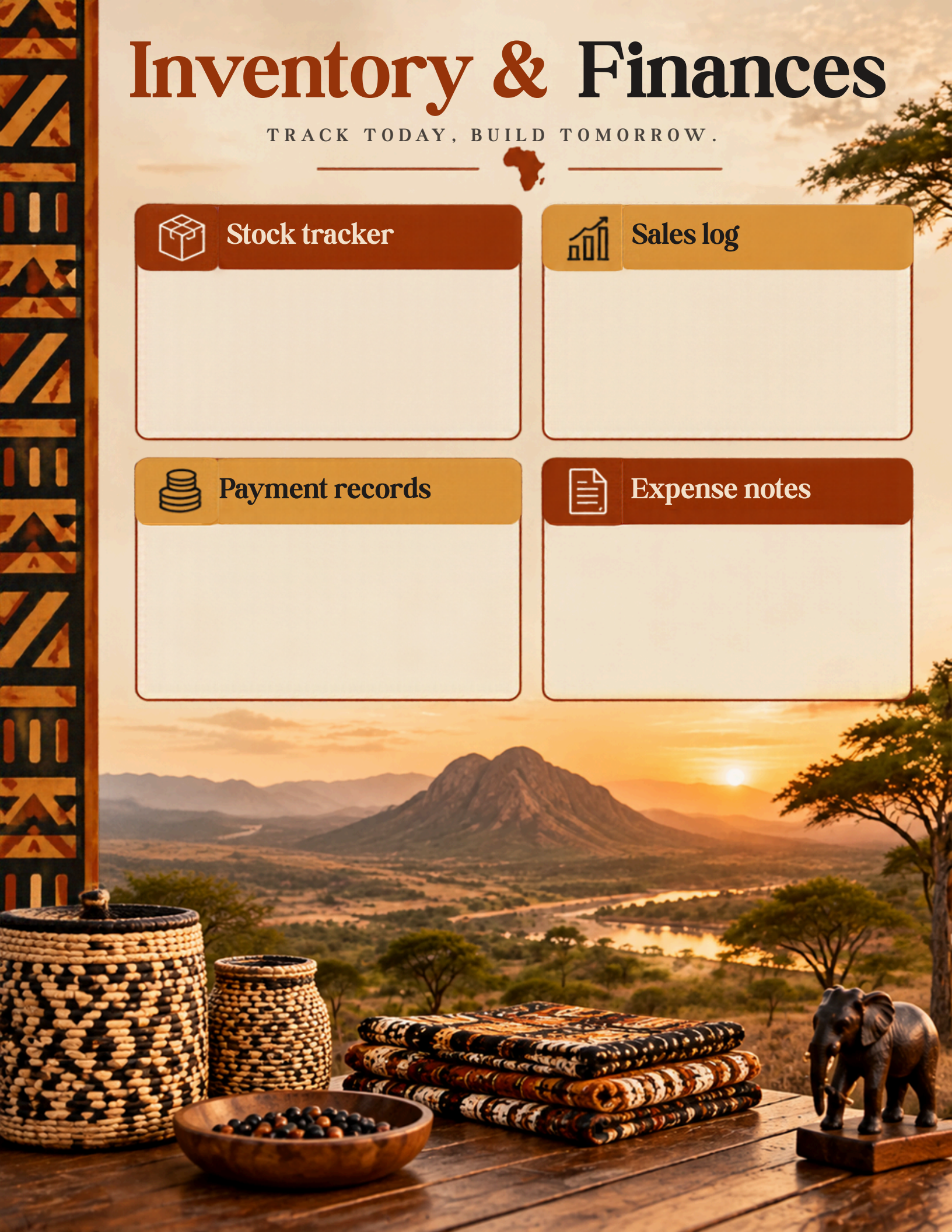
TRACK TODAY, BUILD TOMORROW.

Stock tracker

Sales log

Payment records

Expense notes



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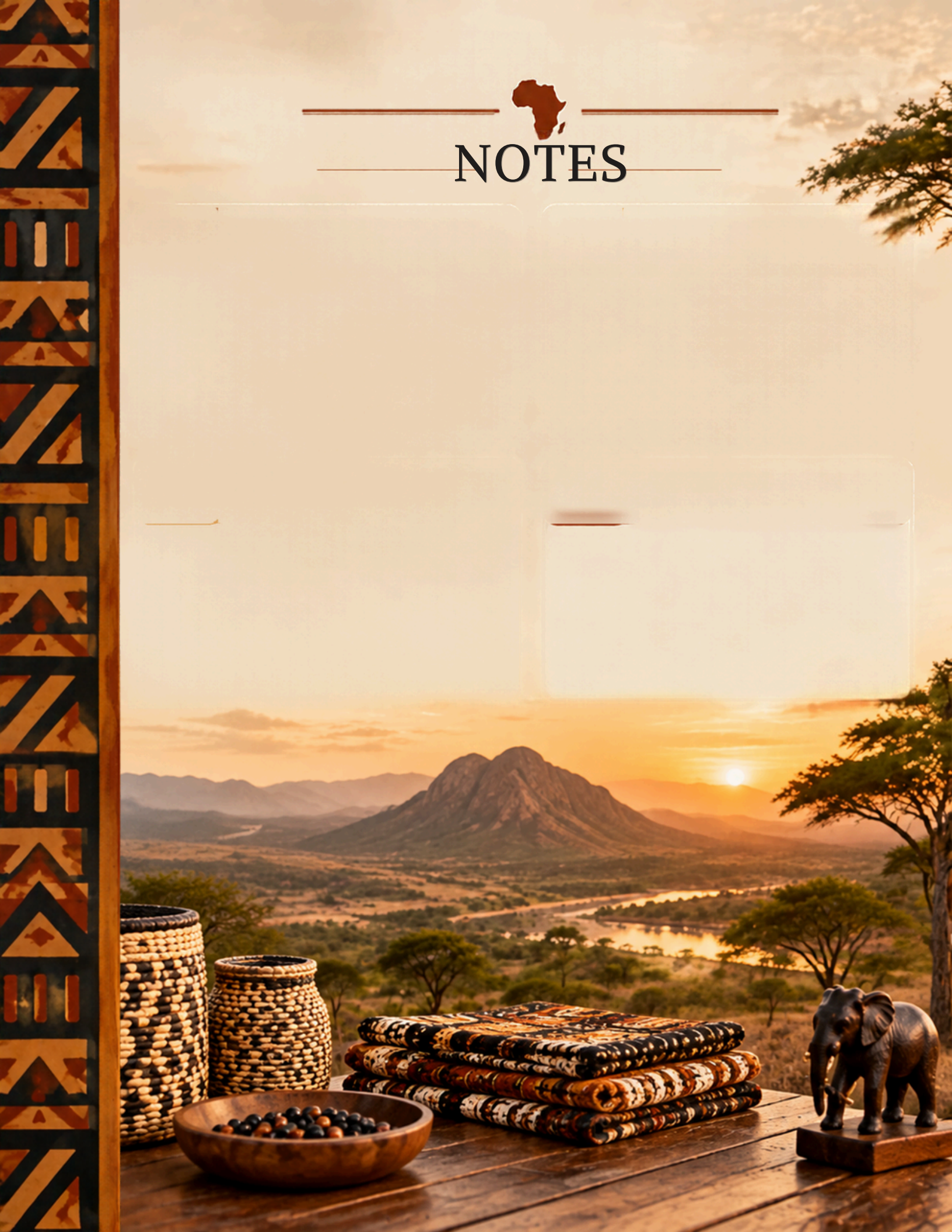

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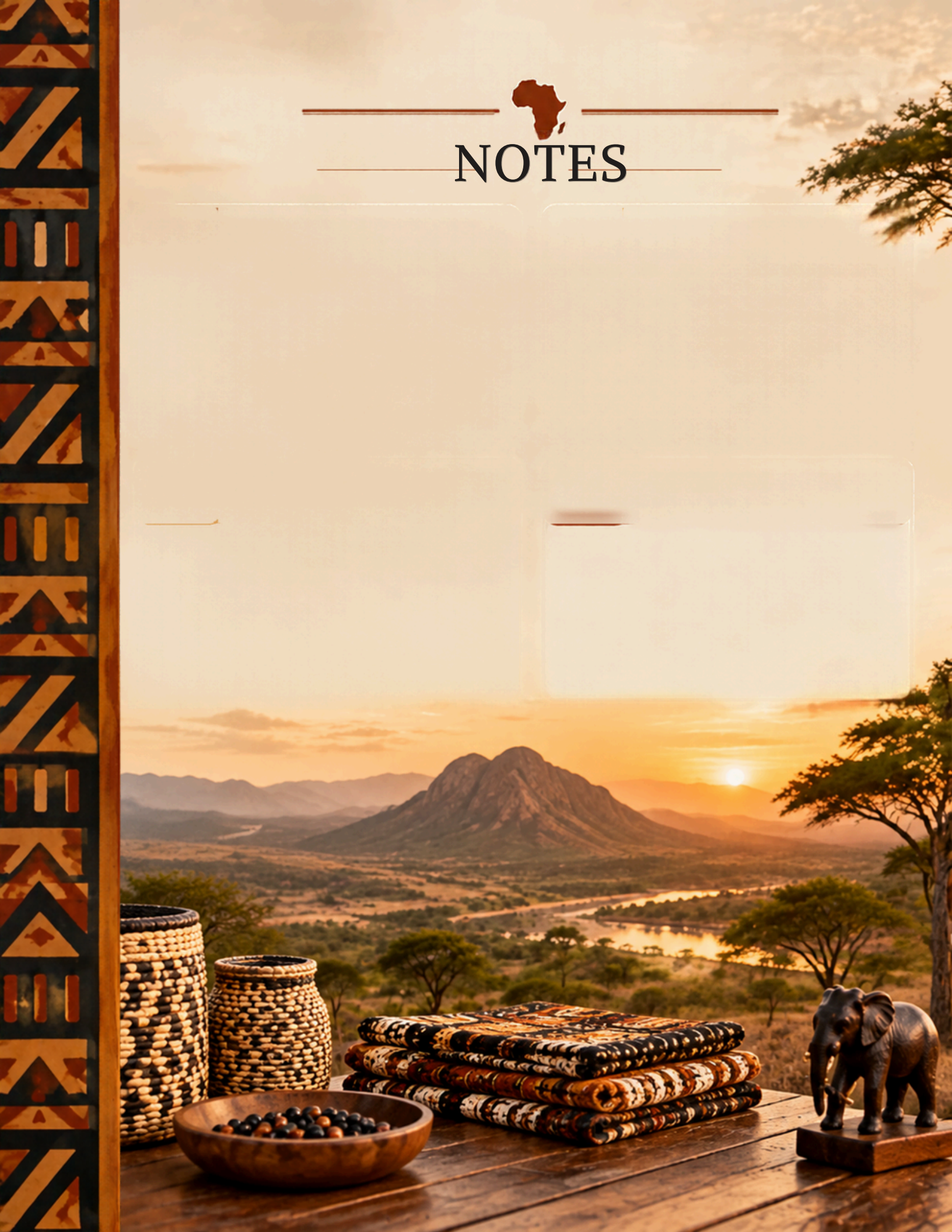

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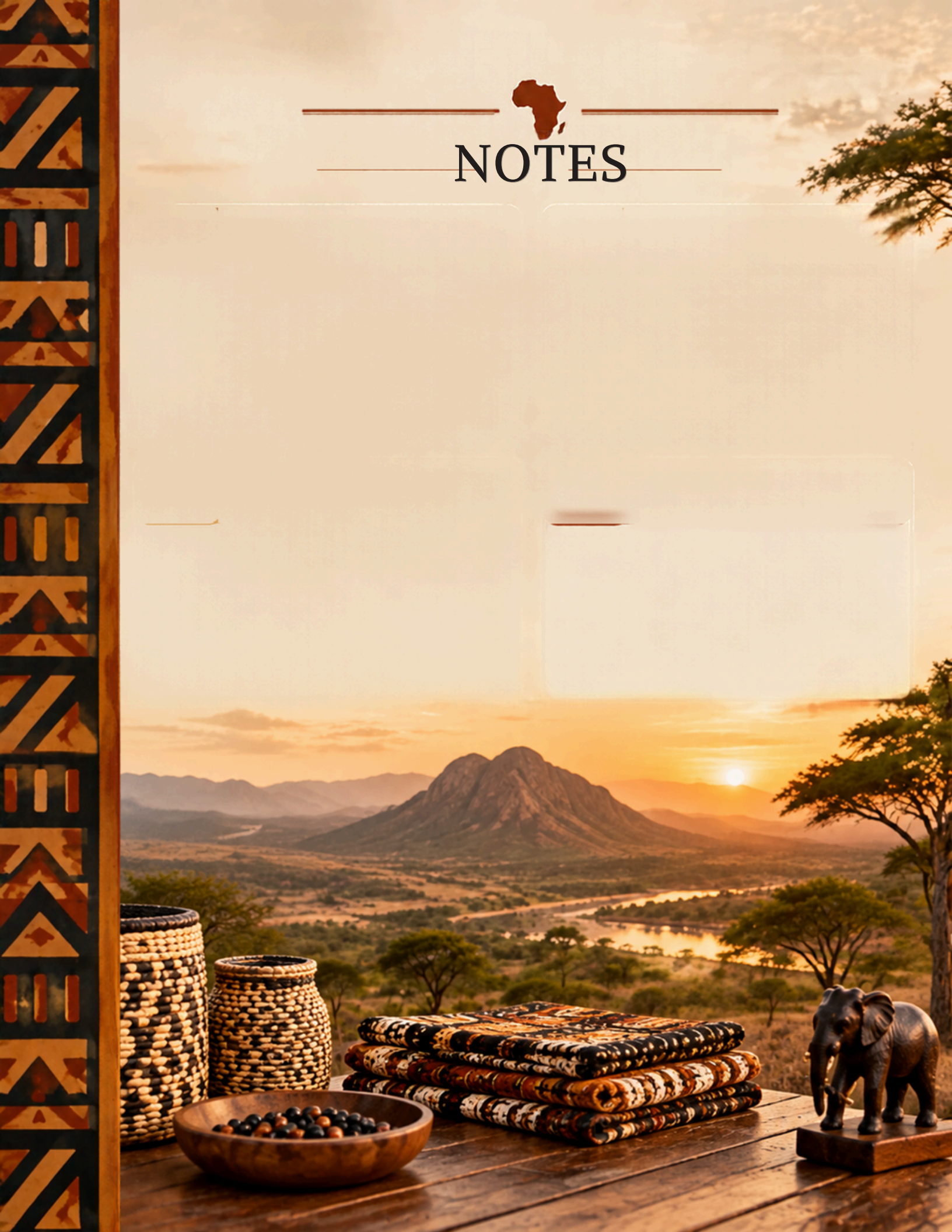

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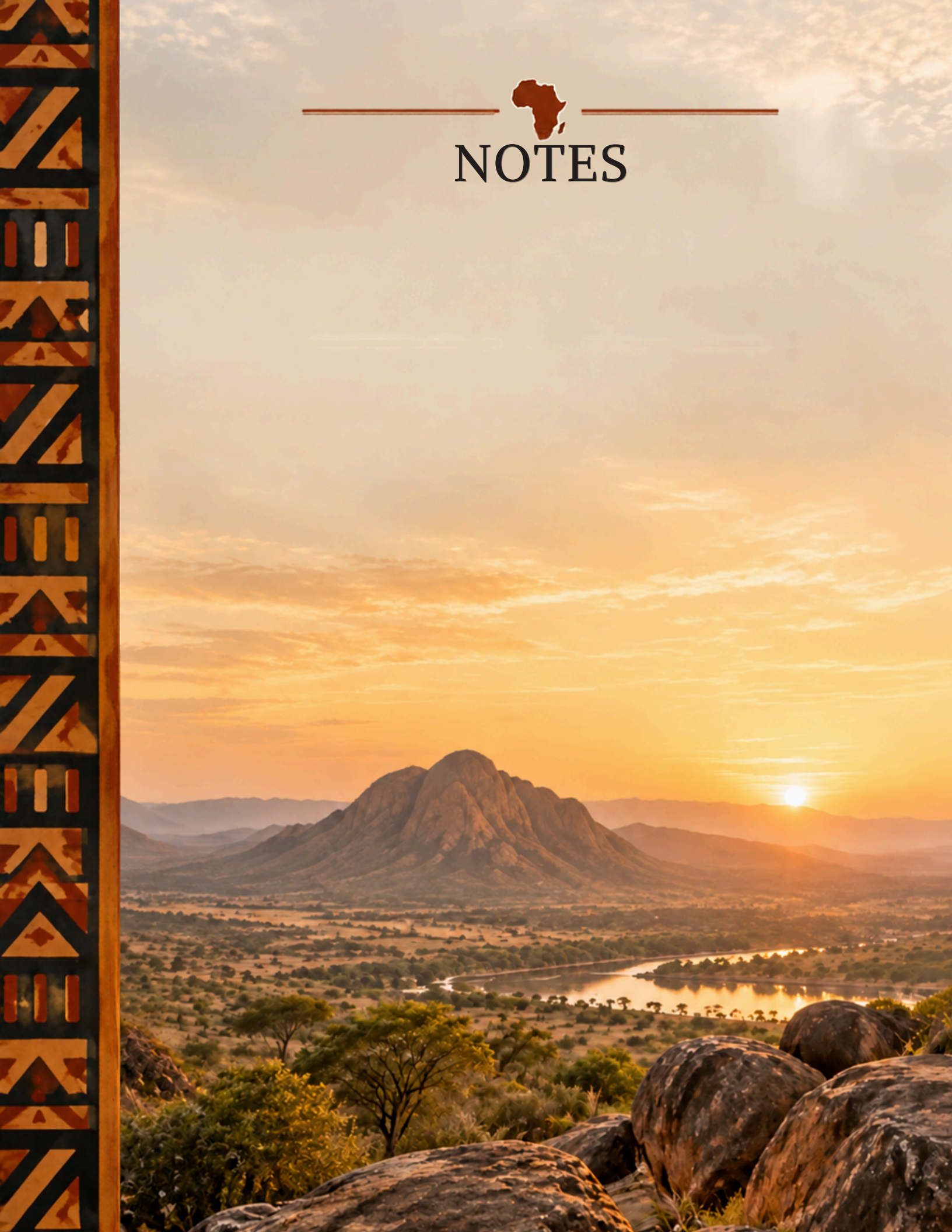

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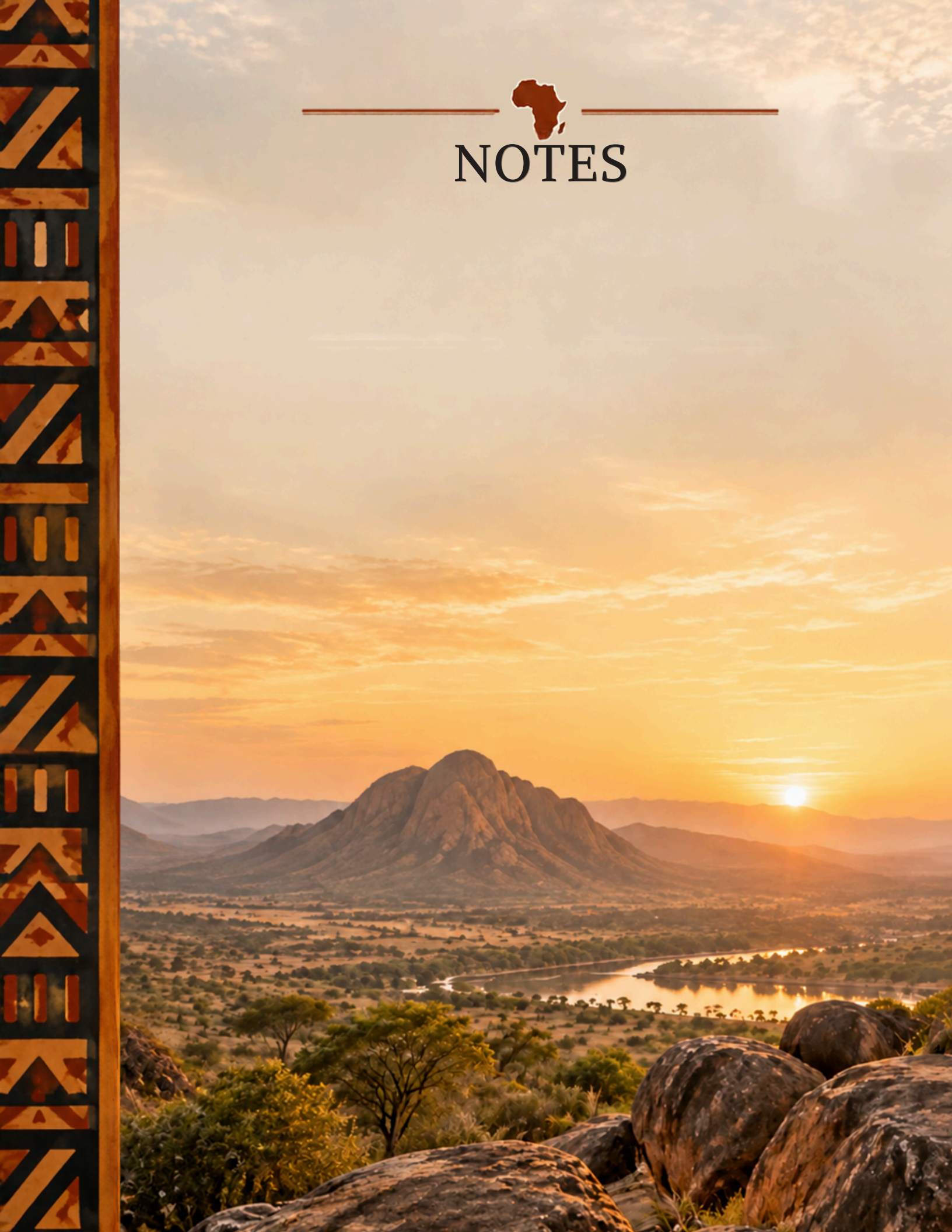

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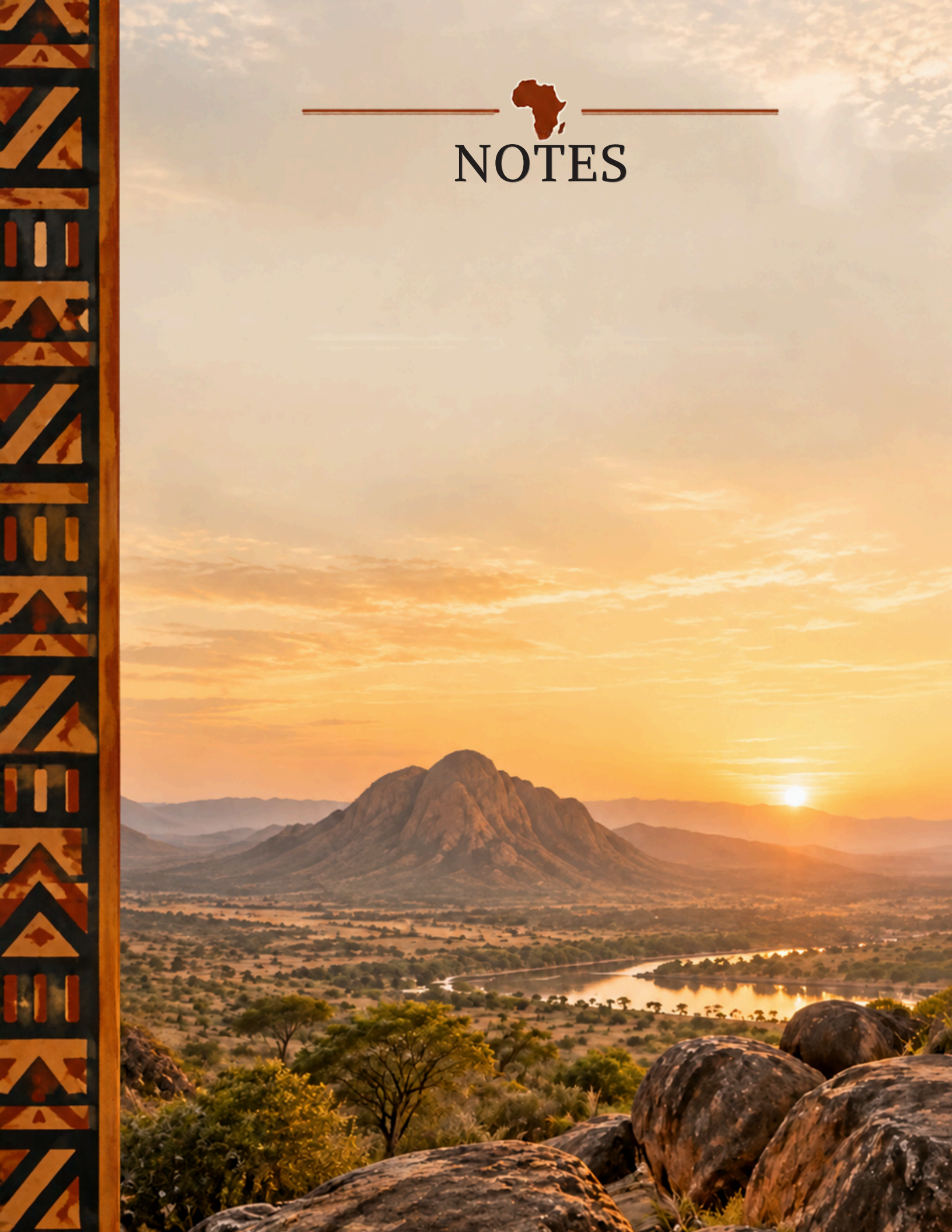

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