

Services Overview



Geek Office Solutions Your IT Partner

Enabling you to spend more on your

Call Today! (781-750-8410)

Geek Office Solutions enables your business to use the full range of information technology to more effectively run your business.

We provide four different types of services to meet your needs:

- ⇒ Immediate response to a computer problem
- ⇒ Assemble a project team for a planned IT project
- ⇒ Provide a managed service for a particular need
- ⇒ Proactive IT support where your entire Organization is supported and maintained with our revolutionary Virtual IT Department Program
- all for a fixed monthly fee.

- **Have only one point of contact for your support needs**
- **Benefit from an improved IT support infrastructure**
- **Improve employee morale and productivity**

<i>Responsive On-Demand</i>	<i>Planned Project Support</i>	<i>Managed Services</i>	<i>Proactive Virtual IT Dept</i>
Timely On-site Support	At your convenience	Monthly or annual fee	Bundled monthly fixed price
Support	Support	Support	Support
<ul style="list-style-type: none"> ◆ Server or Workstation ◆ PC or Mac ◆ Network/Internet ◆ Smartphones ◆ Microsoft Applications 	<ul style="list-style-type: none"> ◆ New Office IT Setup ◆ Office Move ◆ Software Rollout ◆ Capacity Upgrade ◆ Internet Upgrade 	<ul style="list-style-type: none"> ◆ Automatic Backup ◆ Virus Protection ◆ Hosted Exchange ◆ Spam Filtering 	<ul style="list-style-type: none"> ◆ Unlimited Phone ◆ Unlimited Remote ◆ Unlimited On-site ◆ Service Monitoring & Alerting ◆ Quarterly CIO Review
<ul style="list-style-type: none"> ◆ Performance Problems ◆ Systems Down ◆ Data Recovery ◆ Desktop Optimization ◆ Training & Tutoring 	<ul style="list-style-type: none"> ◆ VPN setup 		<ul style="list-style-type: none"> ◆ Patch Management ◆ Event Log Monitoring ◆ Log File Maintenance ◆ Drive Space Monitoring ◆ Printer Settings Management ◆ Backup Monitoring ◆ MS Exchange Maintenance
Security	Security	Security	Security
<ul style="list-style-type: none"> ◆ Virus/Spyware Cleanup 	<ul style="list-style-type: none"> ◆ Mass Deployment of Anti-virus/ Anti spyware ◆ Firewall Installation ◆ Comprehensive Backup 	<ul style="list-style-type: none"> ◆ Firewall Management ◆ VPN Management 	<ul style="list-style-type: none"> ◆ User Account Administration ◆ File Sharing Permissions ◆ Security Administration ◆ Antivirus Management ◆ Spyware/Adware ◆ Firewall Management
			<small>Requires Certified Network Windows Server 2003, SBS2003 or 2008 Antivirus Solution, Backup Solution Network Monitoring Agent</small>

If you have any IT needs, call Geek Office Solutions today at 781-750-8410, or visit our website at www.geekofficesolutions.com or email at info@geekofficesolutions.com