SEQUENTUR
MANAGED IT SERVICES

Helpdesk (888) 551-9210
Sales (800) 959-5731
sequentur.com

The 10-point “if your IT provider closes” checklist

Tick each item once it is done, and note who owns it or where it is stored.

Company	Completed by	Date

- [ ] 01 **Create a second Microsoft 365 global admin account owned by your company.**
- [ ] 02 **Find out who your Microsoft partner of record and licence reseller is.**
- [ ] 03 **Log in to your domain registrar yourself and turn on auto-renew.**
- [ ] 04 **Get firewall and Wi-Fi admin credentials into your own password vault.**
- [ ] 05 **Confirm where backups are stored, who pays, and test a restore.**
- [ ] 06 **List every tool your provider installed on your computers.**
- [ ] 07 **Get your network diagram and asset list. You paid for them.**
- [ ] 08 **Read your contract’s exit clause: notice period, data handover, fees.**
- [ ] 09 **Make sure MFA is on for every email and admin account.**
- [ ] 10 **Know who you’d call at 2 a.m. if everything went down.**

Stuck on any of these? Book a free 30-minute Continuity Check.
Sequentur, 21 E State St, Columbus, OH. Serving businesses since 2007. (800) 959-5731