



When purchasing software and hardware you need to consider the costs of set up and maintenance of the products purchased. Below is a list of costs to consider when working out your budget.

- Start-up software cost
- Annual software subscriptions
- Software upgrades
- Additional support requirements
- On-site support
- Off-site support
- Hardware start-up cost
- Hardware upgrades and maintenance
- Peripheral devices
- Outright purchase or leasing  
(cost-benefit analysis)

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## Initial and ongoing costs in general practice checklist

Date of completion

Name of practice

When purchasing software and hardware in our practice we have considered the below list of costs of set up and maintenance of the products purchased.

Start-up software cost	Off-site support
Annual software subscriptions	Hardware start-up cost
Software upgrades	Hardware upgrades and maintenance
Additional support requirements	Peripheral devices
On-site support	Outright purchase or leasing (cost–benefit analysis)

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## Notes