

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