

Backup & Recovery Readiness

Know what a restore would take before you need one.

For: **Any business that would miss its data**

Time: **about 10 min**

Date: _____

Prepared by: _____

Know what matters

Systems that would interrupt operations if unavailable:

☐ Email ☐ Shared files ☐ Accounting ☐ Practice / shop software ☐ Database or server ☐ Phones ☐ Website ☐ Cloud apps

Other: _____

Which must come back first?

How long could the business run without each?

☐ Hours ☐ A day ☐ A few days ☐ A week ☐ Other: _____

Who owns each system, and who is the vendor contact?

Know what is backed up today

Where are copies kept?

☐ Same server ☐ External drive ☐ Cloud backup service ☐ Vendor keeps it ☐ Nowhere / not sure ☐ Other: _____

How often?

☐ Continuous ☐ Daily ☐ Weekly ☐ Not sure ☐ Other: _____

What is NOT covered?

How far back could a file or system be recovered?

☐ Days ☐ 30 days ☐ A year+ ☐ Not sure ☐ Other: _____

At least one copy separate from the office network and main cloud account?

☐ Yes ☐ No ☐ Not sure

Prove it works

A restore has been tested?

☐ Yes ☐ No ☐ Not sure

When, by whom, and what was restored?

Restore steps documented somewhere that survives the outage?

☐ Yes ☐ No ☐ Not sure

Plan for the bad day

First-response path written down (who is called, who decides, what first)?

☐ Yes ☐ No ☐ Not sure

Vendor, insurance, and provider contacts available offline?

☐ Yes ☐ No ☐ Not sure

Who owns backups going forward?

Next step. Bring this sheet to a conversation with WOLFTRAXX SYSTEMS. Keep passwords and payment details off it. Scope, responsibilities, and any pricing are confirmed in writing. 888.758.8577 · wolfraxxsystems.com/contact