SMALL-OFFICE IT HELP

Alex Cosby · Birmingham & Hoover, Alabama

THE SMALL OFFICE IT HEALTH CHECK

A fixed-price checkup for offices with no IT person: passwords and MFA, updates, backups, Wi-Fi, printer gremlins, and the “why is this PC so slow” list: checked, explained in plain English, and ranked by what to fix first.

$299 FLAT

Up to 10 computers · ~2 hours, on-site or remote · Written report + 15-minute walkthrough

WHAT I CAN DO

MICROSOFT 365 SECURITY TUNE-UP · $499-$899
MFA everywhere, safer sharing settings, and a review of who has admin power, and who shouldn’t.

NEW PC / NEW EMPLOYEE SETUP · $175
Unboxed, updated, secured, and loaded with their accounts and apps, ready before their first morning.

WORDPRESS WEBSITE SAFETY CHECK · $249
Updates, backups, logins, and a malware scan for the site your customers actually find on Google.

MONTHLY IT SAFETY NET · FROM $299/MO
Set remote help hours each month, plus patch and backup checks. Small and honest. No 24/7 promises.

SOUND FAMILIAR?

- Nobody here really “owns” the computers. IT is just whoever’s least busy.
- If a new hire starts on Monday, then their PC gets set up on Monday.
- The backup is a hope and a USB drive, not a system.
- Microsoft 365 got set up once, by somebody, somehow.
- Every fix starts with an hour of Googling and a prayer.

A STRAIGHT ANSWER ON FIT

I’m one experienced tech, not a call center. That means a person who knows your setup answers, and evenings/weekends are when I’m available. If you need a 24/7 help desk, I’ll tell you so and point you to a bigger shop.

SERVICE AREA & HOURS

Hoover · Birmingham · Homewood · Vestavia Hills · Pelham · Alabaster. Remote support anywhere. Evenings and Saturdays by appointment.

HOW IT WORKS

1. We talk first. A free 15-20 minute call: what’s going on, what you’ve got, what it’d take. No pressure.

2. You get a fixed price in writing. The Health Check is $299 flat; bigger work is quoted before it starts.

3. I do the work, then show you what changed. Plain-English notes: what was wrong, what I did, what’s next.

Alex Cosby · alex@smallofficeit.com · [PHONE]

Fixed prices in writing before work starts. No surprise invoices, no geek-speak.