

Office Home & Business 2019 or Microsoft 365 Business Standard?

# Find the right-fit productivity suite for your small business

Low productivity. Lagging processes. And a less-than-ideal user experience. When something's **not quite right** with your workplace tools, it can have a big impact on your small business.

So why settle for not quite right, when **you could have just right?**



Answer the questions below and keep track of your answer, blue or grey. Then read on to discover the best software option for you.

## Q1

### What does your business look like?

Every small business is different. Start off by identifying which category your business falls under.



**Solopreneur**  
(One person)



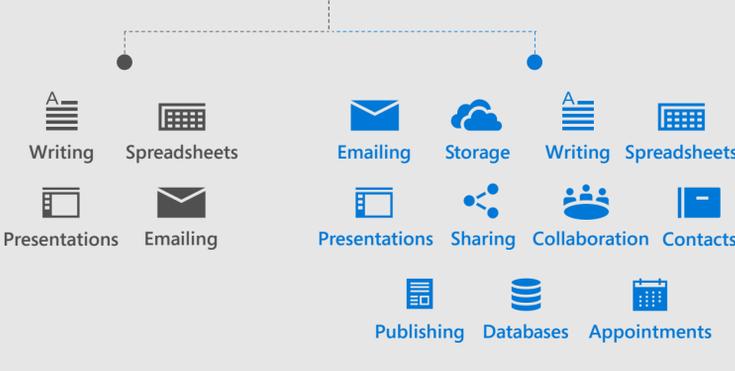
**Micro business**  
(2–25 people)



**Small and medium-sized businesses**  
(25–300 people)

## Q2

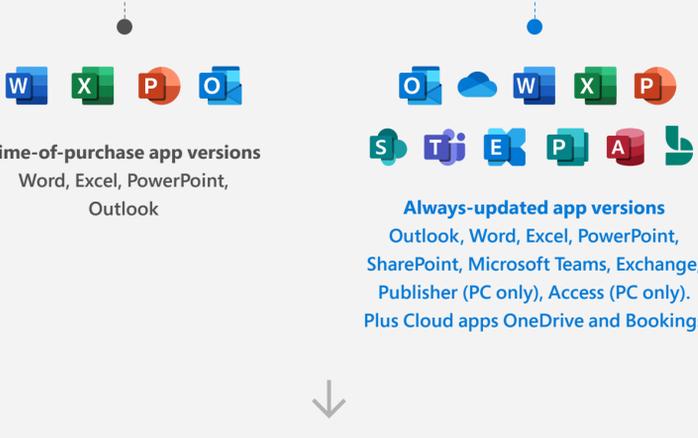
### Which of these activities best describes your workload?



## Q3

### What tools or software do you need to stay productive?

You can do more when you have the right tools and apps. So which are important to you?



## Q4

### Collaboration's key. What are your requirements?

When working together's easy, everyone can stay productive.



**Microsoft Teams – Free Version**

I need to call, chat with, and share files with work contacts. Without worrying about time limits on meetings.

File storage: 2GB/user and 10GB of shared storage



**Microsoft Teams**

+ I also need to bring my groups, resources, and calendar into one place. And be able to record meetings so I can refer back to them later.

File storage: 1TB/user

## Q5

### Let's talk file sharing and storage. How are you set?

Many businesses need to securely create, store, and share files every day. What do you need?



**I already have the storage I need**



**I'd benefit from 1TB of cloud storage and an intelligent intranet to share files**

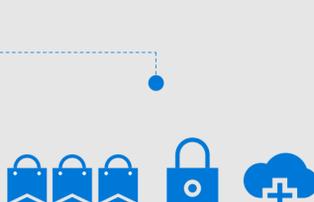
## Q6

### What will your business need from your software in the future?

Perhaps you're planning to grow. Or you might be unsure what tomorrow holds. Which licensing option sounds best?



**The option to repurchase a single licence when I need to**



**An annual subscription model, multiple licences, cloud security, and apps that update automatically**

## The best software option for you is...

Conclusion one  
Mostly grey answers

Conclusion two  
Mostly blue answers

### Office Home & Business 2019

### Microsoft 365 Business Standard

One-time purchase | One PC or Mac

Subscription | Works across multiple devices at the same time



It looks like this option could be just right for you.

It seems like a subscription is the right fit.

- Desktop versions of your favourite Office apps
- Microsoft Teams – Free Version
- Microsoft support included for 60 days at no extra cost
- Upgrades available when repurchased

- Premium desktop and mobile versions of your favourite apps
- Microsoft Teams with Premium features
- 1 TB of OneDrive for Business storage
- Bookings – customer appointment scheduling app
- 60 Skype minutes per month
- Advanced threat protection
- Microsoft chat and phone support
- Automatic app updates

Ready to discover a productivity suite that's just right for your small business?

Contact us on xxxx xxx xxx or xxxx xxx xxx