



“As a business owner, I know you don’t have time to waste on technical and operational issues. That’s where we *shine!* Call us and put an end to your IT problems finally and forever!”
Larry Owens, President, IntegrIT Network Solutions, Inc.

Volume II, Issue 7
November 2009
Lynnwood, WA

Inside This Issue

Got budget dollars to spend? Good reasons why you should make those purchases before the end of the year..... Pg 1

Meet our newest client: SaltWorks, Inc..... Pg 2

Learn How to Create Impressive In-house Prints without Breaking the bank Pg 2

Learn about our Featured Client of the Month: CG Engineering..... Pg 3

Computer Tip of the Month-How to recall an email sent via Outlook..... Pg 3

Windows 7 Professional has arrived! Pg 4



"I know I don't have much saved up, but I really need to retire before the end of the month."

Bits-N-Bytes

“Insider Tips To Make Your Business Run Faster, Easier, And More Profitably”

Put those leftover budget dollars to good use before it's too late!



Can I buy \$250,000 worth of business equipment and write it off?

By Jennifer Jones—Jenderuss Forensic Accounting

The answer may surprise you... **YES**, but there are several requirements. The IRS has extended the option of companies purchasing new assets, to stimulate the economy, up to \$250,000, which would include the purchase of new computers, servers, and printers as a few examples.

The definition of what types of assets you may buy under Section 179 are:

- ◆ Tangible personal property.
- ◆ Other tangible property (except buildings and their structural components) used as:
 1. An integral part of manufacturing, production, or extraction or of furnishing transportation, communications, electricity, gas, water, or sewage disposal services;
 2. A research facility used in connection with any of the activities in (1) above; or
 3. A facility used in connection with any of the activities in (1) above for the bulk storage of fungible commodities.
- ◆ Single purpose agricultural (livestock) or horticultural structures.
- ◆ Storage facilities (except buildings and their structural components) used in connection with distributing petroleum or any primary product of petroleum.
- ◆ Off-the-shelf computer software.

There are several items that are not eligible for Section 179 and they are:

Section 179 property does not include the following.

- ◆ Property held for investment (section 212 property).
- ◆ Property used mainly outside the United States (except for property described in section 168(g)(4)).
- ◆ Property used mainly to furnish lodging or in connection with the furnishing of lodging (except as provided in section 50(b)(2)).
- ◆ Property used by a tax-exempt organization (other than a section 521 farmers' cooperative) unless the property is used mainly in a taxable unrelated trade or business.
- ◆ Property used by a governmental unit or foreign person or entity (except for property used under a lease with a term of less than 6 months).
- ◆ Air conditioning or heating units.

(continued on page 2)

CAN COMPUTERS PREVENT THE FLU?

Two things you can do with your technology that may prevent the flu pandemic from affecting your company's productivity



The CDC predicts that 1/3 of the US population will catch the flu this year, with the average employee missing between two and four weeks of work. This pandemic will cripple many small- to medium-sized businesses according to disaster recovery experts.

But believe it or not, how you deal with your computers can actually prevent the flu from affecting your employees and ultimately, your business productivity

1. **Do Everything You Can To Slow The Spread Of The Flu.**

The flu spreads through personal contact like shaking hands, touching a keyboard or mouse used by an infected coworker and through the air by coughing and sneezing. So watch who you touch and use disinfectant wipes to clean your workspace including the keyboard and mouse before and after you use them. You can also reduce the amount of people who need to touch your computer equipment by using a program like our Hassle Free Managed IT plan, where the engineer can work on your system remotely.

2. **Prepare For Employee Absence With Remote Access.**

No matter how hard you try to prevent it, you may still have some of your staff out sick at the same time. While no one with the flu is going to do much besides lie in bed, many employees will work part time from home if they have access to their office computer. Some doctors believe this could actually hasten their recovery by eliminating boredom. So, setting up a way that your employees can remote into their computer from home helps you both.

(continued from page 1)

As you can see, this can be a great benefit to clients who need to buy office equipment but are not sure if this is the time to buy. Working with your accountant is the best way to answer this question. Your accountant should be able to look at your YTD Profit and Loss statement and determine if it is in your company's best interest, from not only an income tax perspective but cash flow also.

If you are not working with an accountant, please feel free to give my office a call. We would love to assist you. **Don't wait, you must have your items you purchase in service before December 31, 2009 to be eligible for the deduction.**

About the author: Jennifer Jones has been a tax and accounting professional for 16 years. She has owned and operated several small businesses and helped numerous companies in the startup phase and many others needing a tune-up on their ongoing efforts. Jennifer believes in creating a personal connection with her clients. When you work with Jenderuss Forensic Accounting, every relationship is between individuals as well as about your business.

Financing available for new equipment. Minimum purchases of \$3,000. Please email us at info@integrit-network.com for more details

Please Welcome Our Newest Client

We're thrilled to welcome our newest client! I want to extend a sincere "thanks" for the trust and confidence this client have shown in us:

SaltWorks, Inc. of Woodinville

Thank You Naomi & Mark!

How SMBs Can Create Impressive In-house Prints Without Breaking the Bank

By Xerox Corporation

Printing is changing for the better – saving time and money while letting you do more with your documents. The office MFP and printer are vital tools for small and mid-sized businesses to level the playing field with bigger companies and create impressive and economical in-house color brochures, presentations and marketing collaterals.

Technological advances are making in-house printing a viable option for SMBs. Today, it's more affordable than ever to buy a color printer that produces vibrant color documents. Xerox solid ink printers and MFPs produce bright, consistent color from the first page of a print job to the last. That, combined with the ability to handle a wide range of media, equals endless in-house printing possibilities. To be sure, newer MFPs aren't just faster. They're packed with more features and capabilities – features that were previously limited to enterprise - level equipment to help companies tackle creative printing jobs in house, and without breaking the bank. Booklet printing, poster printing, and advanced finishing options, such as 'c' and 'z' folding, give small and medium business the tools they need to create a wide variety of materials. Those documents can be customized as needed and make a professional 'big company impression' on customers and clients.

For more information on these printers, contact us at 425-787-0193 or email us at info@integrit-network.com.

“Who Wants To Win A \$25.00 Safeway Gift Card?”

Take our monthly Trivia Challenge and you could be a winner too!

The Grand Prize Winner of last month's Quiz is...drum roll please: Kimberly Ross of Meridian Women's Health was the first person to correctly answer my quiz...

From which country did the tradition of Halloween originate?

- a) Germany b) U.S.A
c) Canada d) Ireland

The answer is “d)” – Ireland.

Congratulations Kimberly, you've won a \$25 Safeway Gift Card.

Now...let's move to this month's question for a \$25 Safeway Gift Card!

Who invented the Internet?

- a) The Russian Military
b) Microsoft
c) Al Gore
d) U.S. Department of Defense.

Contact us right now with your answers!

**425-787-0193 or
info@integrit-network.com**



We would like to hear from you!

Is there an article or a feature you would like us to include in this newsletter?

Do you just want to “sound off” about something or share your opinion with our other readers?

Let us know! Drop Julie a line at julier@integrit-network.com



This month's featured client is **CG ENGINEERING**. CG offers civil and structural engineering design and consulting services to architects, contractors, homeowners and developers.

The firm's principals, Chevy Chase and Greg Guillen, started the business together and have been in Edmonds for the past 12 years. The staff of 15 may be small in numbers but they are large in commitment and experience. CG Engineering works hard to meet each client's goals with responsive project management, meeting schedules and ensuring to provide a cost effective, constructible design.



C. Chevy Chase, PE, SE



Greg A. Guillen, PE, SE

CG Engineering contracted with IntegrIT Network to take on some of the day-to-day management tasks of the existing IT systems. IntegrIT installed new state of the art hardware and software to meet the intensive demands of an engineering office. With IntegrIT Network Solutions Chevy and Greg are able to put their focus on the business side of the company and know that the computer system is being efficiently monitored.

If you would like more information about **CG ENGINEERING**, please see their website at www.cgengineering.com.

Thank you for being our featured Client of The Month, we appreciate you! As a token of our appreciation we're giving you a \$50 gas gift card!

COMPUTER TIP OF THE MONTH!

How to recall an Outlook email message!!



Everyone makes mistakes, er, mistakes. E-mail is a fast way to communicate with your co-workers, schedule meetings, and share documents. However, sometimes in the rush you might forget to attach a file, or send out information only to realize after clicking **Send** that you need to change something.

How can you undo your error? You want to recall the original message, then re-send it with the missing attachment. For all of your co-workers who haven't opened the message yet, you can play an e-mail sleight of hand and replace the original message with one containing the attachment.

Recall the message:

1. In **Mail**, in the **Navigation Pane**, click **Sent Items**.
2. Open the message you want to recall or replace.
3. On the **Actions** menu, click **Recall This Message**.
4. Click **Delete unread copies of this message**.

Recall the message and replace with new message:

1. In **Mail**, in the **Navigation Pane**, click **Sent Items**.
2. Open the message you want to recall or replace.
3. On the **Actions** menu, click **Recall This Message**.
4. Click **Delete unread copies and replace with a new message**.
5. Click **OK**, and then type a new message.
6. Click **Send**.

THANKSGIVING FACTS

- ◆ The male turkey is called a tom or gobbler. The female turkey is called a hen. Baby turkeys are called poults.
- ◆ There was no milk, cheese, bread, butter or pumpkin pie at the original Thanksgiving Day feast.
- ◆ Contrary to popular belief, the Pilgrims did not have big buckles on their clothing, shoes, or hats, since buckles did not come into fashion until the late 1600's
- ◆ The average person consumes 4,500 calories on Thanksgiving Day. (Now that's a lot of turkey!)
- ◆ The cranberry got its name because the pale pink blossoms on the plant resembled a crane's head and neck. The name cranberry stuck, eventually becoming cranberry.
- ◆ Congress did not declare Thanksgiving a national holiday until 1941.

HAPPY THANKSGIVING!



Check Out What's New at IntegrIT Network Solutions, Inc.

We've made some changes in our office to better serve you. Here's what's going on:

- NEW!** As part of our going "green" initiative, we are offering our newsletter in electronic format. If you prefer to receive our newsletter via email, please contact Julie Rice at julier@integrit-network.com or 425-787-0193.
- NEW!** We are looking for more great customers like you! Send in your referrals for a chance to earn up to \$500 cash!! Don't delay, send your referrals to info@integrit-network.com.
- NEW!** Be sure to bookmark our new Blog page so you can receive daily tips and tricks and other cool stuff, such as free offers and more! Take a look at integritnetworksolutions.blogspot.com
- NEW!** Have you started following us on Twitter yet? If not, follow us at twitter.com/IntegrITNetwork
- NEW!** Are you a fan of IntegrIT Network Solutions on Facebook? If not, you are missing out on all the latest news and information. Check out our page at facebook.com/pages/IntegrIT-Network-Solutions-Inc/140974282049

Got support tickets? Send to support@integrit-network.com

By using this address to submit your requests, our system will automatically create a service order from the email request submitted, generate a tracking number, create workflow and alerts for our team and send you a confirmation that your request has been received and is being taken care of. You will also receive status updates.

This process provides us with additional checkpoints, follow-up and confirmations - allowing us to greatly improve upon the exceptional service you've come to expect from IntegrIT Network Solutions, Inc.

Windows 7 Professional has arrived!

Designed to meet the needs of small and midsize businesses, the Windows® 7 Professional operating system delivers a powerful combination of innovation, improved performance, and productivity. At **IntegrIT Network Solutions, Inc.** we're ready to help focus on what matters most, your business, by providing you with a solution that:



- ◆ **Works the way you want.** Fast, reliable, and compatible, Windows 7 Professional delivers a solid foundation for running a business in today's competitive environment.
- ◆ **Helps you get more done.** Find what you need quickly, easily connect to your networks, and be more productive—whether you're at work, at home, or on the road.
- ◆ **Safeguards your work.** Keep your business up and running with new security and recovery options that help prevent security threats and data loss.

Contact **Larry Owens** to find out how Windows 7 Professional can benefit your business today! (425) 787-0193 or info@integrit-network.com.