

Total Cost of Ownership Worksheet

Print a copy of this for each of the vendors you want to evaluate, and then compare the 5 year totals for each.

Initial Investment

	Annual Spend
Software License (for all docs & locations)	\$
Data Conversion	\$
Set-Up/Implementation Fees	\$
Training Fees (for all docs & locations)	\$
Annual Support & Maintenance – year 1	\$

Initial Investment Total

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Subscription Fees

	Monthly Fee		Annual Spend
1 st Doctor	\$	x 12 mo	\$
2 nd Doctor	\$	x 12 mo	\$
3 rd Doctor	\$	x 12 mo	\$

Subscription Fees Total

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Hardware Costs

	Cost/Device	Quantity	Annual Spend
Computers/Laptops	\$	x	\$
iPads	\$	x	\$
Android Tablets	\$	x	\$
Servers	\$	x	\$

Hardware Costs Total

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IT Support Costs

	Rate/Hour	Hrs Needed	Annual Spend
IT Support for Initial Server Install	\$	x	\$
Monthly IT Support	\$	x 12	\$

IT Support Costs Total

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Third Party/Add On Costs

	Monthly Fee (all docs & locations)		Annual Spend
Clearinghouse	\$	x 12 mo	\$
VSP Interface	\$	x 12 mo	\$
Product Ordering	\$	x 12 mo	\$
Frame Inventory Management	\$	x 12 mo	\$
Patient Recall Tools	\$	x 12 mo	\$
Patient Education	\$	x 12 mo	\$
ePrescribing	\$	x 12 mo	\$
Billing Code Management	\$	x 12 mo	\$
Equipment Interface	\$	x 12 mo	\$
Image Storage	\$	x 12 mo	\$
Security Solutions	\$	x 12 mo	\$

**Third Party/Add On
Costs Total**

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Other Fees (year 2 and beyond)

	Annual Spend
Annual Support & Maintenance Fees	\$
Additional Training	\$
Updates/Upgrades	\$

Other Fees Total

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Enter the total for each of the sections in the corresponding row in the table below. Add the columns to calculate your total cost of ownership for each year. Then add all of the totals to see your 5 year investment.

	Year 1	Year 2	Year 3	Year 4	Year 5
Initial Investment	\$	n/a	n/a	n/a	n/a
Subscription Fees	\$	\$	\$	\$	\$
Hardware Costs	\$	\$	\$	\$	\$
IT Support Costs	\$	\$	\$	\$	\$
Third Party/Add On Costs	\$	\$	\$	\$	\$
Other Fees	n/a	\$	\$	\$	\$
TOTALS	\$	\$	\$	\$	\$

**5 Year Total Cost
of Ownership:**