



To 25 FREE Tools To Simplify Your Business

1. Free Accounting And Invoicing Software

[Wave](#) offers 100% free accounting and invoicing software, and is the [Fit Small Business recommended payroll provider](#) for companies with less than 10 employees as well.

2. Free CRM

[Zoho](#) offers free CRM for 3 employees and is \$12 per month per user after that. That gives you much of the functionality of packages like Salesforce at a small fraction of the price.

3. Free Email List Management

[Mailchimp](#) offers free email list management for up to 2000 subscribers and very affordable packages above that.

4. Free Project Management Software

[Trello](#) is free project management software that allows you to create a board for each project and then add ideas, to-do lists, things that are in progress and completed.

5. Free Fax

[FaxZero](#) allows you to send 3 free pages via fax and up to 5 faxes per day. The catch is that they put an ad on your cover page.

6. Free Conference Calls

As its name suggests [Free Conference Call](#) offers free conference calls with no strings attached.

7. Free Online Appointment Scheduling

[Appointlet](#) is an app you can add to your website that allows people to schedule appointments with you that automatically flow through to your Google Calendar. It is free for one user and appointment scheduling for 1 service. Paid packages are available for those that need additional features.

8. Free Paycheck Calculator

The free [Snap Payroll App for iPhone](#) allows you to enter the hours worked and it automatically calculates the paycheck amount taking into account payrate, taxes and other deductions.

9. Free Website Templates

[Wordpress](#) is a free content management system. It comes with [thousands of free templates](#) that allow you to easily setup a website for any type of business. For more on setting up your website read [this article](#).

10. Free Website Analytics

With [Google Analytics](#) you can have access to the same high powered analytics package that the pro's use free of charge.

11. Free Website Speed Test And Optimization Recommendations

[GTMetrix](#) gives you a free analysis of your website's speed along with a list of things that can be done to improve your page load times.

12. Free Business and Legal Templates

[Score](#) offers a score of free business and legal templates from business plans to confidentiality agreements.

13. Free Document Management and File Storage

[Google Drive](#) is available free when signing up for a google email account and is basically a free replacement for Microsoft Word, Excel and more. It also gives you 5 gigabytes of free file storage.

14. Free Online Document Signing

Lose that printer and use Adobe's [EchoSign](#) software to sign your documents online. Free for up to 5 documents per month.

15. Free Social Media Management Tool

[Hootsuite](#) lets you manage your twitter and Facebook accounts through one interface and schedule posts to go out when your followers are the most active.

16. Free Audio Editor

[Audacity](#) gives you professional quality audio editing tools that are free and easy enough for the layperson to use.

17. Free Photo Editor

[Picmonkey](#) gives you professional quality photo editing tools that are free and easy enough for the layperson to use.

18. Free Bulk Email Unsubscribe Tool

[Unroll](#) gives you a list of all the email lists you are subscribed to and allows you to unsubscribe from the ones you don't need and then roll all the ones you do want into one daily email.

19. Free Social Media Intelligence Inside Gmail

[Rapportive](#) allows you to see the linked-in, Facebook, and Twitter profiles of the people whom you are writing an email to, even if you are not connected with them.

20. Free Email Reminders and Send Later Tool

[Boomerang](#) for Gmail allows you to schedule emails to be sent at a later time, and to have emails return to your inbox based on certain criteria like whether or not someone responded. Free for up to 10 messages a month.

21. Free Password Management

[Lastpass](#) allows you to login to all of your online services with one password in a safe and secure manner. It also works across all your devices.

22. Free Group Scheduling

[Doodle](#) is a free tool that simplifies the process of figuring out a meeting time with multiple participants.

23. Free Automated Trigger Tool

[If This Then That](#) allows you to create powerful triggers that when one thing happens (like you

take a picture) then another thing happens (post it to facebook).

24. Free Business Cards

[Vistaprint](#) offers 250 free business cards but there is a catch: They put their ad on the back of your card. For \$10 you can get ad free cards.

25. Free Credit Card Reader For Your Smartphone

[Square](#) gives you the ability to accept credit cards via your smartphone, and you only pay when you make a sale.