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What do we need in a LMS				
Cost (monthly, annual, cost per user, license, etc.)				
Additional fees (hosting, subscription, help, store, etc.)				
How many users are allowed/is there a per user cost?				
Enrollment options (user self-enrolls, does access expire, option for vouchers/user code, etc.)				
What media upload formats are allowed (You Tube, TinCan, SCORM, pdf, word doc)				
Deployment – where is it hosted? (my wordpress site/their site)				
Subscriptions/membership or just one time purchase				
Ease of use for ADMIN				
Ease of use for customer				
Can we customize?				
Is there a quiz/how are participants				



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assessed/what types of quiz options/automatic certificate?				
Mobile friendly?				
Purchase options (can agencies and schools purchase and give the user access)				
Communication – auto emails when customer registers? Successfully completes?				
Support/Help desk ease of access for ADMIN/customer				
Additional notes				