

Business startup checklist

Write a business plan

- Executive summary
- Business description
- Market research & competitor analysis
- Financial projections
- Company structure & operating plan
- Goals, objectives, & KPIs

Estimate startup costs

- Create a startup budget
 - One-time startup costs
 - Overhead costs (office rent, utilities, etc.)
 - Labor costs
- Create a dedicated startup savings account
- Research available grants, startup services, & other resources

Register your business

- Choose a structure (sole proprietorship, LLC, S-Corp, or C-Corp)
- Choose a business name
 - Claim a domain name
 - Claim relevant social media handles
- Register your business
 - Check state & local registration requirements
 - Register trademarks

Open accounts & obtain permits

- Open a company bank account
- Obtain an Employer Identification Number
- Get licenses & permits
 - Check local business licensing requirements
 - Obtain industry-specific permits (e.g. building permits, OSHA certifications, etc.)
 - Obtain a Sales Tax Permit, if necessary

Create a financial accounting system

- Hire a bookkeeper/accountant
- OR**
- Set up essential bookkeeping documents
 - Income statement
 - Balance sheet
 - Cash flow statement
 - Bills & invoices
 - Expense tracking
- Purchase accounting software (optional)
- Estimate your tax liability

Create a management system

- Create an organizational chart
- Purchase project management software
- OR**
- Set up essential management tools
 - Calendar & scheduling system
 - Budget tracker
 - Team management system
 - Short- & long-term goals and timelines
 - Choose & track KPIs

Launch branding & marketing

- Determine brand guidelines
 - Design or commission a logo
 - Select a color palette
- Create a website
 - About Us page
 - Contact information
 - Site menu/navigation bar
 - Core services & pricing
 - Online ordering
 - Customer testimonials
 - Company blog
- Set up relevant social media accounts
- Print business cards

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Rachel Sandford



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