

Basic Business Checklist

- Set goals.
 - Short-term goals.
 - Long-term goals.
- Determine what product(s) you will offer.
- Create a business name.
- Be legal:
 - Obtain a business license.
 - Know your tax requirements.
 - Do you need a patent, trademark, or copyright?
- Determine your price:
 - What is your material cost?
 - What will you charge for your time?
 - Account for tax and shipping, if applicable.
 - Other price considerations:
 - Know the customer group you're marketing to, and the average price of your product in your area.
 - Be honest: would you pay that much?
 - Show why your product is worth it.
 - Go behind-the-scenes to show your customers what goes into making your product.
 - Use social media to gain exposure and interact with potential customers.
- Invest in a good accountant.
 - Unless you have experience or training in this area, it can be helpful to hire an accountant to keep you on the right track.
 - Document everything:
 - What did you spend to make and deliver your product?
 - What was spent on advertising?
 - What donations did you make?
 - Record your income.
- Keep notes:
 - What worked well?
 - What did your customers like?
 - What advertising method was profitable?
 - What didn't work?
 - What was a logistic nightmare?
 - What do you wish you would have done differently?
- Plan for the future:
 - What do you intend to do next?
 - How will you remedy what didn't work before?

Disclaimer: This list is not complete. I am not a tax or legal professional. I am a small business owner, and want to share a few things I've learned along the way in hopes of helping you get started. I make no warranties with this list, but hope it helps you as you start your business. Best wishes from www.ruralruby.com

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