

Business Startup Checklist

By Jake R Brady

- ☐ The Business Plan
 - ☐ Conduct a proper market research analysis
 - ☐ Know the trends, forecasts, developments, opportunities, risks, competitors, etc.
 - ☐ Decide whether you will pursue this venture full-time or part-time.
 - ☐ If you are in a relationship, discuss this lifestyle change with your partner.
 - ☐ Write a business plan.
 - ☐ Choose your company name
 - ☐ Register company with the appropriate authorities.
 - ☐ Choose the hours and days of operation for your business.
 - ☐ Outline a monthly and annual budget.
 - ☐ Make plans how to get funding / financing
 - ☐ Find investors and consult with your bank.
 - ☐ Investigate business startup courses and seminars
- ☐ Getting started
 - ☐ Obtain required business licenses and permits.
 - ☐ Choose a legal form for your business: limited liability, sole proprietorship, partnership or corporation.
 - ☐ Form a legal entity
 - ☐ Acquire an Employer Identification Number.
 - ☐ Obtain company contact information: telephone and fax number, email address, post address.
 - ☐ Open bank account
 - ☐ Get a merchant account.
 - ☐ Find a financial advisor.
 - ☐ Find business insurance.
 - ☐ Find a lawyer.
 - ☐ Find a tax advisor.
 - ☐ Find an accountant.
 - ☐ Find a notary.

- ☐ Become familiar with regulations and compliance requirements.
- ☐ Register trademark, copyrights, logos, patents, etc.
- ☐ Find a real estate agent to help you source a property.
- ☐ Sign a lease contract for your new office or production space.
- ☐ If you're moving to new office, find a moving company.
- ☐ Consider using mail box rental services.
- ☐ Find office equipment supplies
- ☐ Make sure your office has a high speed Internet connection.
- ☐ Create a floor plan for your new office space.
- ☐ While starting to run
 - ☐ Select your accounting software
 - ☐ Write a sales and marketing plan.
 - ☐ Create a customer service policy.
 - ☐ Register domain name for your website.
 - ☐ Hire or outsource IT services.
 - ☐ Post available jobs
 - ☐ Find a recruitment company.
 - ☐ If you have staff, find payroll services.
 - ☐ If you will have employees, become familiar with labor laws.
 - ☐ Find a web hosting company.
 - ☐ Create a website Make a site map for content and functionality.
 - ☐ Find a web designer.
 - ☐ Find a graphic designer.
- ☐ Short-Term Preparations
 - ☐ Find a search engine optimization SEO company to increase your presence on the web.
 - ☐ Create marketing material
 - ☐ Think of signs if you have a storefront, sales literature, stationery or business cards.
 - ☐ Take advantage of networking opportunities to build your business
 - ☐ Write and distribute a press release announcing your new business.
 - ☐ Find an answering service solution for when you can't take phone calls.
 - ☐ Look into telemarketing companies

- ☐ Explore virtual office options for added services at a low cost.
- ☐ If you have an office, look into professional cleaning companies
- ☐ Make sure you set up a green business!