Business Startup Checklist

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# Tasks:

☐ **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!**