

Business Starter Checklist

By Startup Checklist

- Starting Basics
 - Choose a name for your company.
 - Research the industry and market you plan to enter.
 - Write a business plan.
 - Choose business hours of operation.
 - Outline a monthly and yearly budget.
 - Obtain required licenses and permits.
 - Choose a legal form for your business.
 - Acquire a Federal Employer Identification Number.
 - Find business insurance.
 - Find a lawyer.
 - Become familiar with regulations and compliance requirements.
 - Explore virtual office options for added services at a low cost.
- Financial Basics
 - Select an accounting system.
 - Make a plan to obtain funding/financing.
 - Open a bank account and a merchant account.
 - Select an accountant.
 - If you have staff, find payroll services.
 - If you will have employees, become familiar with labor laws.
- Marketing Basics
 - Develop business identity
 - Write and distribute a press release announcing your new business.
 - Register trademarks, copyrights, logos, patents, etc.
 - Purchase a domain name for your website.
 - Write a sales and marketing plan.
 - Find a web hosting company.
 - Create a website.