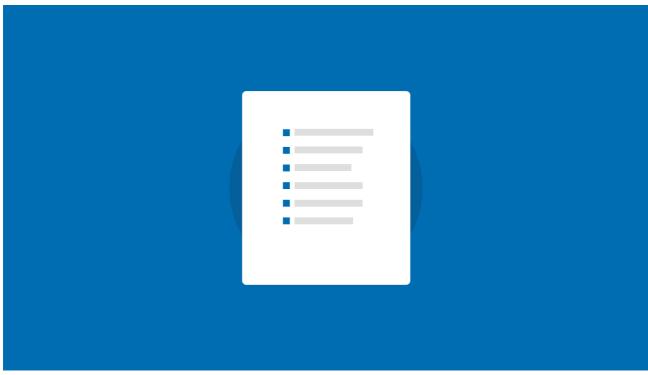
Business Start Up Checklist

The business start-up checklist below is meant to remind you of the tasks you may have to perform when starting your business. The checklist includes items that apply to many different types of startups. Many of the tasks need to be done for legal reasons even if you are starting a business with little or no money.



Choose a business based on your skills and interests
Research the business idea
Research competitors
Determine if there are any patent or trademark restrictions
Write a business plan
Write a marketing plan
Choose a business name
Verify your right to use you chosen name
See if the business name is available as a domain name
Register the business name and get a business certificate
Register your business domain name even if you aren't ready to use it yet
Choose a location for your business or make space in your home to run it
Check zoning laws
File partnership or incorporation papers
Get any required licenses and permits
Determine if there are health or safety laws with which you must comply

Reg	gister a trademark for your business name
Reg	gister copyrights for business intellectual property
App	ply for a patent or provisional patent for inventions
Hav	ve a business phone line installed if you will be working from home
Ord	der phone, Internet, and any utility services needed for a business location that isn't homebased
Ge	et appropriate business insurance for your business
Arra	range for health insurance coverage if needed
Tal	lk to an accountant about your tax obligations & record keeping requirements
App	ply for a sales tax number if needed
App	ply for an FEIN if needed (Federal Employer Identification Number)
Inq	uire about workers compensation insurance and unemployment insurance if you will be hiring employees
Ope	en a bank account in the business name
Set	t up an accounting system or accounting software for the business
Set	tup your funding and create a budget for starting the business
Hav	ve a logo created
Ord	der business cards, envelopes and stationery for the business. Alternately, print them yourself, if you have the capability.
Ord	der business checks* with the name imprinted
Ord	der inventory
Pur	rchase needed equipment and supplies
Ord	der signage
Ord	der fixtures
Fin	d a website hosting company* or cloudbased storefront* provider and set up your site
Set	t up a business email address (preferably using the business domain name)
Set	t up social media pages for the business
Sta	art building a permission-based customer email list* for newsletters and promotions
Pre	epare brochures, fliers and other handouts. Print or order a small quantity to promote your business opening
Ser	nd out publicity releases
Dec	cide where and how to advertise your business
Cor	ntact friends, family and acquaintances and let them know you've started you business
Pla	an and implement low-cost business promotion tactics to market your business
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