

# 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.