

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!