

# BUSINESS STARTUP CHECKLIST

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ITEM DESCRIPTION		
<b>RESEARCH</b>		
Review Business Codes - Local + State		Identify Strengths
Complete a Comprehensive Competitive Analysis		Identify Weaknesses
Identify Top Competitors		Research Ideal Locations
Identify Customers		
Define Customer Base		
Identify and Assess Financial Risks		
Develop Business Goals		
Develop Personal Goals		
<b>RELATIONSHIPS</b>		
Join a Professional Organization		
Hire a Lawyer		
Hire an Accountant		
Select a Banker		
Select an Insurance Rep		
<b>FINANCE</b>		
Determine Startup Costs		
Review Financial Resources		
Select an Organization Form/Structure		
Establish a Business Checking Account		
Establish a Line of Credit		
Research and Apply for a Business Loan		
<b>DEVELOPMENT</b>		
Create a Marketing Plan		
Create a Business Plan		
Register Business Name		
Incorporate Business		
Identify Suppliers and Create Accounts		
<b>GETTING STARTED</b>		
Designate a Date of Launch		Obtain State Employer ID Number
Secure a Location; Obtain Lease		Obtain Required State, Federal, & Local Tax Forms
Obtain Business Cards		Obtain Business Insurance
Obtain Necessary Furnishings		
Obtain Required Equipment		
Obtain Supplies		
Obtain Any Required Licenses and Permits		
Obtain Federal Employer ID Number		

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