

BUSINESS STARTUP CHECKLIST TEMPLATE

Courtesy: ABC Tax Service LLC

X	ITEM DESCRIPTION	
	RESEARCH	
	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	
	RELATIONSHIPS	
	Join a Professional Organization	
	Hire a Lawyer	
	Hire an Accountant	
	Select a Banker	
	Select an Insurance Rep	
	FINANCE	
	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	
	DEVELOPMENT	
	Create a Marketing Plan	
	Create a Business Plan	
	Register Business Name	
	Incorporate Business	
	Identify Suppliers and Create Accounts	
	GETTING STARTED	
	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	