

Starting Your Business Checklist

Starting a business can be an overwhelming task, but approaching it in a thoughtful and thorough way can make the process less daunting. Use the following checklist to assist in making your business a reality.

Business Startup Checklist

<input type="checkbox"/>	Conduct research on your industry, target market and competition
<input type="checkbox"/>	Prepare a written business plan
<input type="checkbox"/>	Establish a source of adequate and reliable financing
<input type="checkbox"/>	Retain an attorney and CPA, if applicable
<input type="checkbox"/>	Decide whether you wish to operate as a sole proprietorship, partnership or corporation
<input type="checkbox"/>	Check on zoning ordinances of city where you want to locate
<input type="checkbox"/>	Select a suitable location
<input type="checkbox"/>	Choose a name, research the availability and register
<input type="checkbox"/>	Obtain a Federal Employer Identification Number (EIN), if needed
<input type="checkbox"/>	Find a bank that's right for you. Open bank accounts.
<input type="checkbox"/>	Acquire necessary licenses and/or permits from state, county, and/or city
<input type="checkbox"/>	See insurance agent for full range of coverage
<input type="checkbox"/>	Obtain bonding and insurance, if necessary
<input type="checkbox"/>	Arrange for utilities, telephone and other services
<input type="checkbox"/>	Review all labor regulations, if hiring employees
<input type="checkbox"/>	Choose a record keeping system and method of inventory