



Small Business Checklist

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| <ol style="list-style-type: none">1. Identify your business2. Find an attorney3. Find an accountant4. Assess the market5. Assess the competition6. Identify a target market7. Create a business plan8. Develop a budget9. Locate resources10. Choose a business name11. Register your domain name12. Determine the business structure13. Execute an agreement14. Apply for an EIN15. Apply for a business license16. Set up your website17. Register your social media profiles18. Rent space19. Set up phone services20. Design signage21. Order business cards22. Open a business bank account23. Set up an accounting system24. Order furniture25. Order business equipment | <ol style="list-style-type: none">26. Line up suppliers and order supplies27. Design a logo28. Develop a marketing plan29. Visit the local SBA office for guidance30. Implement telecommunications31. Hire employees32. File for patent, copyright or trademark33. Develop a network34. Secure your IT systems35. Implement billing software and payment systems36. Find a mentor37. Choose a tax year38. Obtain sales tax permit39. Obtain business insurance40. Join local chamber of commerce41. Recruit family and friends to get the word out42. Set your prices43. Join professional associations44. Develop a mailing list45. Order promotional materials46. Advertise47. Request customer reviews48. Stay abreast of changes in your industry49. Post articles and information to your website50. Create and post videos to your social media sites |
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