

Startup Checklist

Planning

- ☐ Create a business plan
- ☐ Choose a name
- ☐ Estimate Startup Costs
- ☐ Research Competition
- ☐ Choose Legal Structure
- ☐ Register Business Name
- ☐ Obtain EIN
- ☐ Obtain Licenses/Permits

notes:

Marketing/Branding

- ☐ Create Business Email
- ☐ Buy Domain Name
- ☐ Create Social Media Accounts
- ☐ Choose Brand Colors
- ☐ Create a tagline
- ☐ Design Logo
- ☐ Create a website
- ☐ Create Business Cards
- ☐ Design Product packaging

notes:

Products & Services

- ☐ Designate a workplace
- ☐ Outline product/services
- ☐ Create a price list
- ☐ Order supplies
- ☐ Create inventory list

notes:

Finances

- ☐ Open a business bank account
- ☐ Set up accounting system
- ☐ Create order management system
- ☐ Set up POS system
- ☐ Create Business Credit Profile
- ☐ Set up Net-30 accounts

notes: