

Arkansas Startup Questions Checklist

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How to Use This Checklist

For each item, enter Done, Need to research, Need professional help, or Does not apply. Add a short note when helpful. This worksheet helps you organize questions; it is not an official government checklist.

Can you clearly explain what you plan to sell?

Example note: "Need to decide whether delivery is included."

Can you describe the customer you hope to serve?

Example: Homeowners in Greene County or small stores with fewer than 20 employees.

Have you checked whether customers have this need or problem?

Example: Talk with possible customers instead of relying only on guesses.

Have you looked at other choices customers already have?

This may include competitors, do-it-yourself choices, or doing nothing.

Have you written down your important guesses and missing facts?

What business-idea question should you research first?

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Ownership and Professional Help

Some questions need a trained or licensed professional. Write the question you need answered; do not try to guess.

Do you have ownership or legal-structure questions for an attorney?

Example: Ask who will own the business and which structure may fit your situation.

Do you have federal, Arkansas, or local tax questions for a CPA or tax professional?

Do you have coverage questions for an insurance professional?

Example: Ask what coverage may be needed before serving a customer.

Do you have borrowing or funding questions for a qualified lender?

Have you listed who is allowed to make business decisions?

Example: You, a co-owner, or another person named in a written agreement.

What professional help do you need first?

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Arkansas and Local Questions

Rules depend on what the business does and where it operates. Check current information with the correct Arkansas, city, county, federal, or industry office.

Have you found the Arkansas offices or websites that may apply?

Example: The state office that handles a registration or license for your type of work.

Have you checked for state licenses, certificates, or work rules?

Have you checked city or county permits, zoning, and location rules?

Zoning rules control how property may be used.

Does an industry office or regulator oversee this kind of work?

Example: Some health, construction, childcare, or pest-control work has special rules.

Have you checked rules for working from home, a shop, or customer locations?

Which official offices or websites do you still need to contact?

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Daily Work and Customer Service

Think about how a customer moves from first contact through completed work and follow-up.

Have you written the basic steps for serving a customer?

Example: Request, estimate, approval, scheduling, service, payment, and follow-up.

Have you listed needed tools, supplies, technology, space, and travel?

Will you need suppliers or outside workers?

A supplier sells items you need. An outside worker performs work for the business.

Do you know which records to keep and where to store them safely?

Have you planned how to protect customer and business information?

Do not collect private information unless it is truly needed.

How would you handle a complaint, mistake, delay, or missed appointment?

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People and Getting Ready to Start

Put tasks in a sensible order. Get qualified help for worker, payroll, tax, and safety questions.

Can you begin alone, or might you need employees or outside workers?

What worker questions should you take to a qualified professional?

The law, not just the business label, may decide whether someone is an employee or contractor.

How would a new worker learn the job and what good work looks like?

What safety questions or training may apply?

What payroll or employment-tax questions need professional help?

What is the next action, who will do it, and by what date?

Example: "Maria will call the city planning office by June 15."

What discovery would make you pause, change, or stop the idea?

Example: A required license you cannot obtain or startup needs beyond your available resources.