

VA Business Startup Checklist

Date Completed	Task	Notes
	SWOT Analysis	
	Competitive Analysis	
	Business Structure analysis & filing (LLC, Sub S, sole practitioner)	
	Startup capital and 3-mo cash flow analysis	
	Create business plan	
	Research name availability for general and domain	
	Register domain name(s)	
	Outline services & pricing	
	Set up business bank account	
	Set up bookkeeping/accounting system	
	Set up email addresses	
	Order business cards	
	Insurance coverage	
	Technology analysis & upgrade (if needed)	
	Trademark/copyright filings	
	Set up website	
	Set up social media profiles	
	Network analysis (who will refer/support)	
	Marketing plan	
	Launch date set	