

Business Startup Checklist

Starting a new business can be exciting—but it also requires careful planning and organization. Use this checklist to guide you through the key steps to successfully launch your business.

Checklist:

- ☐ Choose your business idea and validate your concept.
- ☐ Conduct market research and competitive analysis.
- ☐ Write a business plan (include goals, target audience, budget, and strategy).
- ☐ Choose a business name and ensure it's available (domain name and state registration).
- ☐ Register your business entity (LLC, Corporation, Sole Proprietor, etc.).
- ☐ Obtain an Employer Identification Number (EIN) from the IRS.
- ☐ Register for state and local taxes (sales tax, employment tax, etc.).
- ☐ Open a business bank account and set up accounting/bookkeeping systems.
- ☐ Secure any necessary business licenses or permits.
- ☐ Purchase business insurance (general liability, professional liability, etc.).
- ☐ Develop your brand (logo, website, marketing materials).
- ☐ Set up a business website and email address.
- ☐ Establish your online presence (Google Business Profile, social media accounts).
- ☐ Create internal systems for operations, HR, invoicing, and communication.
- ☐ Set up a location (office, storefront, or home-based workspace).
- ☐ Hire staff or independent contractors if needed.
- ☐ Launch your business and promote it to your network and potential customers.