

Business Start Up Checklist

1. Choose a business based on your skills and interests
2. Research the business idea
 - What will you sell
 - Is it legal
 - Who will buy it and how often
 - Are you willing to do what it takes to sell the product
 - What will it cost to produce, advertise, sell & deliver
 - With what laws will you have to comply
 - Can you make a profit
 - How long will it take to make a profit
3. Write a [business plan](#) and [marketing plan](#)
4. Choose a business name
5. Verify right to use the name
6. See if the business name is available as a domain name
7. Register the business name and get a business certificate
8. Register the domain name even if you aren't ready to use it yet
9. Choose a location for the business or make space in the house for it
10. Check zoning laws
11. File partnership or corporate papers
12. Get any required business licenses or permits
13. Reserve your corporate name if you will be incorporating
14. Register or reserve state or federal trademark
15. Register copyrights
16. Apply for patent if you will be marketing an invention
17. Order any required notices (advertisements you have to place) of your intent to do business in the community
18. Have business phone or extra residential phone lines installed
19. Check into business insurance needs
20. Find out about health insurance if you will not have coverage under a spouse
21. Get adequate business insurance or a business rider to a homeowner's policy Send out publicity releases
22. Apply for sales tax number if needed

23. Get tax information such as record keeping requirements, information on withholding taxes if you will have employees, information on hiring independent contractors, facts about estimating taxes, forms of organization, etc.
24. Call Department of Labor to determine labor laws if you have employees.
25. Apply for employee identification number if you will have employees
26. Find out about workers' compensation if you will have employees
27. Open a bank account for the business
28. Have business cards and stationery printed
29. Purchase equipment or supplies
30. Order inventory
31. Order signage
32. Order fixtures
33. Get an email address
34. Find a web hosting company
35. Get your web site set up
36. Have sales literature prepared
37. Call for information about Yellow Pages advertising.
38. Place advertising in newspapers or other media if yours is the type of business that will benefit from paid advertising
39. Call everyone you know and let them know you are in business
40. Other _____