

How to Start a Business in Decatur County

Estimated Start-up Costs Worksheet



Recurring Costs

Expense	Monthly Estimate	Start-up Estimate
Owner/Manager Salary	\$	X 6 = \$
Employee Wages	\$	X 5 = \$
Rent	\$	X 6 = \$
Advertising	\$	X 5 = \$
Delivery Expense	\$	X 3 = \$
Telephone	\$	X 6 = \$
Utilities	\$	X 6 = \$
Insurance	\$	X 1 = \$
Taxes, including Social Security	\$	X 6 = \$
Interest	\$	X 6 = \$
Maintenance	\$	X 5 = \$
Legal Fees	\$	X 5 = \$
Professional Fees	\$	X 5 = \$

**Adapted from SBA Management Aides #2016*

One Time Costs

Fixtures & Equipment (counters, racks, signs, etc.)	\$
Decorating & Remodeling	\$
Installation of Fixtures & Equipment	\$
Starting Inventory	\$
Deposits with Public Utilities	\$
Legal & Professional Fees (Lawyer, Accountant)	\$
Licenses & Permits	\$
Advertising & Promotions for Opening	\$
Accounts Receivable (to buy more stock until credit customers pay)	\$
Other Expenses:	\$
Other Expenses:	\$
Total Estimated Start-up Cash Needed:	

Financial Documents Checklist

(Items you should take with you when applying for a commercial loan)

- Signed & Dated Loan Application
- Two Years Business Financial Statements and/or Tax Returns
- Signed & Dated Personal Financial Statement for each guarantor listed
- Two Years Personal Tax Returns for each guarantor listed
- Photocopy of Driver's License or State ID
- Social Security Card
- Written Business Plan