



Small Business Start-Up Checklist

Following is a checklist of general start-up matters you will need to handle. This list is not meant to be exhaustive not all of the items may pertain to your business and your particular business might require special start up considerations and requirements. Use this list as a starting point for your travels on the road to entrepreneurial success

- Draft business plan (taking into account factors such as market for your product/service, competitors, potential customers, financial projections)
- Consider your personal “business plan” – what are your strengths and weaknesses, your personal goals in starting a business, your financial resources)
- Determine start-up costs (see Financing Checklist below for considerations on how to fund your business)
- Select a lawyer
- Choose a form of business organization (sole proprietorship, partnership, corporation, LLC, etc.)
- Create your business (register name, incorporate business, etc.)
- See if business name is available as a domain name; register domain name
- Seek trademark/service mark protection for your business name/product
- Obtain patent if you have a patentable invention
- Register copyrights (if applicable)
- Review local business codes for requirements specific to your business
- Obtain business license or permit (if applicable)

- Get federal employer identification number (if applicable)
- Get state employer identification number (if applicable)
- Get seller's permit (if applicable)
- Decide on business location
- Obtain lease for business location (or determine space for home office location)
- Obtain business phone (or extra residential line). Consider using a service like efax for receiving faxes
- Set up other utilities as appropriate for your location
- Obtain hi-speed Internet access
- Create Web site with appropriate e-mail addresses (see Web site section below for more detailed checklist considerations)
- Select Banker
- Set up business checking account
- Select insurance agent
- Get appropriate business insurance (liability, group health insurance, directors and officer's liability, etc.)
- Determine workers' compensation insurance requirements and obtain appropriate insurance
- Select accountant
- Obtain applicable federal and state tax forms
- Get business cards and stationery designed and printed
- Get furniture and equipment
- Line up suppliers (if applicable)