

# BUSINESS START-UP CHECKLIST

LICENSES AND PERMITS	HAVE	NEED	NOT SURE	N/A
City or County Business License				
Health Permit				
Sellers Permit				
Food Handlers Permit				
Liquor License				
Building Permit				
Other:				
Other:				
BUSINESS STRUCTURE	HAVE	NEED	NOT SURE	N/A
Legal Entity Chosen				
Contracts/Legal Documents Created				
Lease/Purchase Agreement Reviewed				
Meet with Attorney				

NOTE:	
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# BUSINESS START-UP CHECKLIST

NAMING YOUR BUSINESS	HAVE	NEED	NOT SURE	N/A
Business Name Chosen				
Confirm Name is Available				
Domain Name Purchased				
Fictitious Name Filed				
Fictitious Name Published				
BUSINESS LOCATION	HAVE	NEED	NOT SURE	N/A
Location Selected				
Research Neighborhood				
Check Zoning Requirements				
Tenant Improvements Needed				
Permits Needed for Improvements				
Lease/Purchase Agreement Secured				
Inspections Completed				

NOTE:

# BUSINESS START-UP CHECKLIST

FINANCES/OPERATIONS	HAVE	NEED	NOT SURE	N/A
Start-Up Costs Determined				
Funding Determined				
Business Plan Created				
Get Federal Employers ID Number				
Get State Employers ID Number				
Budget Created				
Accounting System Determined				
Bookkeeper Selected				
Meet with CPA				
Pricing/Profit Margin Set				
Operations Manual Created				
Lease/Purchase Agreement Reviewed				
Accounts Set Up with Vendors				

NOTE:	
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# BUSINESS START-UP CHECKLIST

FINANCES/OPERATIONS	HAVE	NEED	NOT SURE	N/A
Business Office and Filing System Set Up				
Hours of Operation Determined				
Bank Account Set Up				
Inventory Control in Place				
Point of Sale System in Place				
Get Business Insurance				
Printed Forms Complete				
Supplies Ordered				
Technology Installed				
Machinery Ordered				
Inventory Ordered				
Other:				
Other:				

NOTE:	
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# BUSINESS START-UP CHECKLIST

MARKETING	HAVE	NEED	NOT SURE	N/A
Website Created				
Social Media Set Up				
Product Photos Taken for Posts				
Marketing Plan Created				
Content Created				
Marketing Metrics Determined				
Signage Created for Business				
Check Local Sign Ordinances				
Signage for Products Created				
Soft Opening Planned				
Grand Opening Planned				
Press Release Created and Sent				
Other:				

NOTE:	
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# BUSINESS START-UP CHECKLIST

EMPLOYEES/STAFFING	HAVE	NEED	NOT SURE	N/A
Staffing Needs Determined				
Pay Scale Created				
Benefits Determined				
Payroll Program Set Up				
Employment Posters Posted				
Job Descriptions Completed				
Training Program Created				
Employee Handbook Created				
Review Process Created				
Disciplinary Process Created				
Onboarding Process Created				
Outside Help Determined				
Other:				

NOTE:	
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