

February 10, 2006

GETTING YOUR BUSINESS STARTED

Checklist

- Select a good accountant
- Seek advice from a business attorney
- Complete Market Research
- Prepare a Business Plan
- Determine sources of funding
- Determine the business location carefully
- Select an appropriate name for the business
- Determine the legal form and structure of the business and file appropriate papers
- Determine what governmental regulations might apply to the business
- Apply to the Internal Revenue Service for an Employer Identification Number
- Apply for a State Tax Number, if applicable
- Establish a separate business checking account
- Determine the telephone system needs and establish a business phone
- Be sure all agreements entered into are in writing
- Secure professionally produced stationery and business cards
- Set up the business record keeping system
- Obtain appropriate business insurance
- Determine what is needed to sell the product or service
- Identify the sources of business owner training, help and information.