

Starting a new business checklist*		Yes	No	N/A
1	Have you conducted enough market research to have a go at forecasting sales?			
2	Do you know how to budget?			
3	Have you decided whether you will pursue this venture full-time or part-time?			
4	Have you chosen a business name?			
5	Do you know which business structure you will operate under?			
6	Will you need financing?			
7	Do you understand how to apply for bank/other funding?			
8	Do you know which licenses and/or permits you will require?			
9	Are you able to setup your business contact info eg email, domain etc?			
10	Have you setup a business trading account with your bank?			
11	Have you organised an accountant and lawyer?			
12	Have you chased insurance quotes for the business?			
13	Have you looked at costs and availability of premises			
14	Are you familiar with accounting software use?			
15	Are you clear on your plan for marketing?			
16	Have you listed and costed the start up equipment you will need?			
17	Will you need staff when you start?			
18	Have you created your website?			
19	Have you completed a strengths, weaknesses, opportunities and threats (SWOT) analysis on your idea and yourself?			
20	Are you comfortable developing your business plan?			

Need a Hand?

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* This list is not comprehensive as business setup needs can vary.
Use this list as a starting point. Contact me for information specific to your needs.