

## Checklist for business startups

It is very difficult to start a new business. You have to look many things. Here is a checklist that you should see when you are going to start a new business:

- You should determine what kind of business you want to start.
- Try to find a unique name for your business.
- Chalk out a business plan.
- Write a good and well thought marketing plan.
- You should locate financing.
- According to the budget available, you should create a list of startup supplies.
- You should open a business checking account.
- You should set up a system for accounting and payroll.
- You should also apply for business license, federal tax ID, and fictitious business name.
- You should select a location and set up shop.
- Also select the order signage.
- Obtain the necessary business tools such as computer, fax, postage, supplies, fixtures etc.
- Search for a trademark.
- You register a domain name to the concerned authority.
- Design a website to reach the more customers.
- Obtain a logo from the IPO office.
- You should create operations and employee manuals.
- You should hire employees.
- You should set a launch date.
- You should determine business structure (sole proprietor, partnership, or corporation).
- By evaluating your personal budget, you can decide about the business structure.
- Order the necessary business stationery such as business cards, letterhead, brochures etc.
- Purchase the necessary inventory as well.
- Chalk out a grand opening event.
- Try to send announcements to everyone you know.
- You should send press releases.
- You should turn on the OPEN sign!
- You should learn about the industry for your business.
- You must analyze the market for your business.
- Evaluate your competition.
- Learn the basics how to run a business
- You should join trade associations.
- You should revisit your business plan and update often.
- By evaluating your marketing strategy often, you can remove the mistakes.

These are the things that you should consider when you are going to start a business.

## About the Author

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