



A checklist of the basic areas you need to cover before opening your business:

Items to Be Completed	Check if Completed
Write a Business Plan	
Determine the Financing You Will Need and How You Will Get It	
Set Up a Relationship with a Banker , if needed	
Set Up Other Professional Relationships , if needed	
Set Up a Relationship with an Attorney , if needed	
Decide on the Legal Form for the Business	
Choose & Register a Business Name	
Meet Legal Requirements for Operating a Business	
Get Licenses and Permits (Local, State, Federal)	
Get State Sales Tax Permit	
Obtain your Federal Employer ID Number (FEIN)	
Obtain company bank account	
Plan for Risk & Insurance	
Obtain Office Space, Equipment and Suppliers	
Set up Recordkeeping Systems	
Set up a Financial Management System	
Develop a Marketing Plan	
Hire Employees	
Develop a Day-to-Day Managerial Plan	