**BUSINESS STARTUP CHECKLIST**

Having a new business venture is both fulfilling & exciting, but not knowing where to start can be quite a challenge. This checklist will guide you through the steps need to be taken in starting a business!

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| **GETTING STARTED** |
| ☐ | Choose a location |
| ☐ | Obtain lease |
| ☐ | Decide the launch date |
| ☐ | Acquire business cards |
| ☐ | Obtain necessary equipment |
| ☐ | Secure permits & required licenses |
| ☐ | Get business insurance |
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| **FINANCE** |
| ☐ | Examine financial resources |
| ☐ | Calculate startup costs |
| ☐ | Determine organization structure |
| ☐ | Apply for a business loan |
| ☐ | Set up a business checking account |
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| **DEVELOPMENT** |
| ☐ | Create marketing & business plans |
| ☐ | Have the business name registered |
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| **RELATIONSHIPS** |
| ☐ | Hire accountants & lawyers |
| ☐ | Join organizations |
| ☐ | Choose a banker |
| ☐ | Choose an insurance representative |
|  |  |
| **RESEARCH** |
| ☐ | Identify customer pool |
| ☐ | Identify clients & competitors |
| ☐ | Examine business codes |
| ☐ | Determine financial risks |