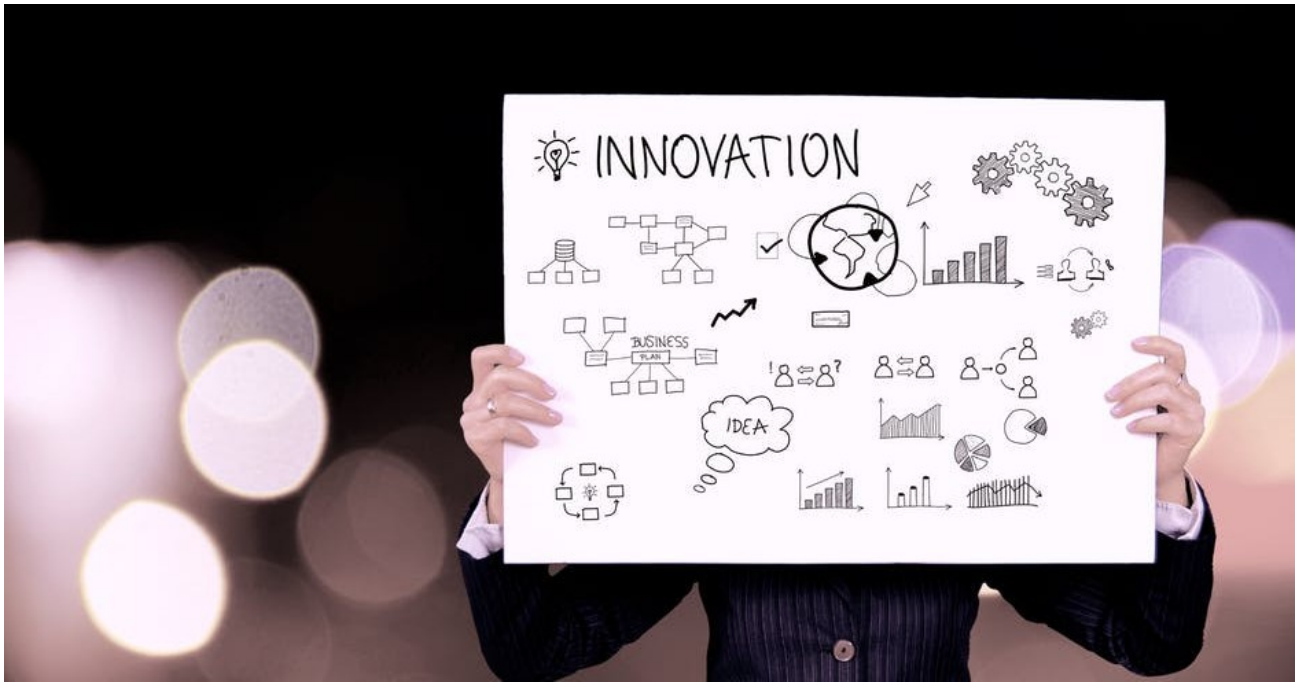
Start a business with these steps

Starting a business can feel daunting, but with the proper steps at hand, you can be ahead of the game. Here's what you need to do:



Part 1: Business Plan

- [ ] Do thorough market research on your industry/product
- [ ] Hone in on trends, forecasts, opportunity/risks, competitors, etc.
- [ ] Decide if it will be part time or full time business
- [ ] Draft the business plan
- [ ] Decide on company name
- [ ] Legally register your company
- [ ] Decide specific hours/days of operation for your company's services
- [ ] Detail your company's monthly and annual budget
- [ ] Organize ideas for company funding or raise finances
- [ ] Meet investors and consult with your bank
- [ ] Look into business startup courses or seminars to help you on the learning curve

Part 2: Ready To Go

- [ ] Get a business license/permit & choose your legal business form (LLC, CO, etc.)
- [ ] Finalize paperwork for the legal entity
- [ ] Obtain your Employer Identification Number from IRS

- [ ] Settle on formal company contact information (physical address, email, telephone, fax, etc.)
- [ ] Open a business bank account with a trusted bank your area
- [ ] Obtain a merchant account
- [ ] Acquire a financial advisor
- [ ] Acquire a legal advisor
- [ ] Acquire business insurance
- [ ] Acquire a tax advisor and/or accountant
- [ ] Source a local notary
- [ ] Familiarize yourself with regulations and compliance requirements
- [ ] Register trademark, logos, patents, etc.
- [ ] If functioning out of an office/store front (not home), source a real estate agent to assist with finding your business location
- [ ] Sign & finalize lease contract for office/store front
- [ ] Hire a moving company if you have much merchandise to move into your new location
- [ ] Purchase all necessary new office equipment & supplies
- [ ] Get high speed internet! Must.
- [ ] Create a floor plan for your new office

Part 3: Up and Running

- [ ] Choose an accounting software
- [ ] Prepare a sales & marketing plan
- [ ] Finalize your customer service policies (returns & exchanges, shipments, etc.)
- [ ] Register a domain name for the new business website
- [ ] Hire full-time or freelance IT consultants
- [ ] Recruit for available positions in your new company (hiring a recruitment company, if necessary)
- [ ] Utilize payroll services if you DO have staff
- [ ] Familiarize yourself with labor laws if you DO have staff
- [ ] Source a website hosting company and design the website
- [ ] Source a website developer and graphic designer to assist in completing the website needs

Part 4: Short Term Prep

- [ ] Hire an SEO consultant or company to increase your web presence
- [ ] Publish online or print marketing material

- [ ] Design marketing material for the storefront (if you have one) such as company cards, stationary, etc.
- [ ] Always, ALWAYS take advantage of networking opportunities to help build your business
- [ ] Work with a PR consultant or team to assist in publishing a "Launch" press release
- [ ] Outsource customer service or phone call assistance, if needed

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