

# BUSINESS CHECKLIST

*all the elements you need to get set-up and established, in one handy checklist*

- Create a business plan
- Define your target market
- Do market research to understand customers, the competition and how to stand out
- Sales tax license for your city and state
- Establish a business checking and savings account
- Fill out applications for your local wholesalers
- Set-up an accounting system (e.g. quickbooks)
- Determine what type of payments you accept and what companies you will run credit cards through
- Set-up a client storage and workflow program (e.g. Dubsado or Honeybook)
- Buy your domain name and set-up website
- Set-up social media accounts
- Register your business name
- Test out your payment system
- Get a business accountant lined up
- Other \_\_\_\_\_
- Other \_\_\_\_\_

