

New Business Checklist

Preliminary Research

- assess your strengths and weaknesses
- establish business and personal goals
- assess your financial resources
- identify the financial risks
- determine the start-up costs
- decide on your business location
- do market research
- identify your customers
- develop a marketing plan

- select a lawyer, insurance agent, and CPA
- decide on business organization-proprietorship,partnership,corporation
- create your business-register your name,get incorporated
- select an accountant
- [prepare a business plan](#)
- get financing
- establish a line of credit

- design and order business cards
- obtain a lease
- review local building codes
- obtain a license or permit (if applicable)
- send off for federal and state tax forms
- apply for Employer Identification number (if applicable)