

New Business Checklist

1. Formation Recommendations
LLC Formation
Register with Secretary of State
Register with Department of Revenue
Sales tax
Withholding tax
Register for EIN with IRS
Hire Attorney
Hire bookkeeper
Hire a virtual assistant
Open business bank account(s)
2. Read Profit First
3. Create a business plan
4. Get funding
Bank
Investor
5. Purchase local business license
6. Web/Social media
Register with Google
Register Google my Business (map)
Register with Bing Places
7. Set up business social media accounts
Facebook
Instagram
Snap chat
You Tube
TikTok
Linkedin
Social media management
8. Website
9. Setup with Post office
10. Location
Contractor
Building

Electrician
Plumber
Cabinets
Internet
Computers/Network
Security System/Fire
Security Cameras
Lawn Care
Signage
Interior
Exterior
Door
Banners
Pest Control
Staffing
Insurance
Business
Building
Photography
Headshots
Website
Marketing
CRM
Advertising
Social Media
Facebook
Instagram
Promotional
Business Cards
Pens
Mugs
Etc
POS
Credit card processing