

Business Checklist

PHASE 1: STRUCTURE

- Business Name
- Register Business, as well as with the *IRS*
- Licenses & Permits

PHASE 2: FINANCE

- OPEN A BUSINESS BANK ACCOUNT!!!
- Get Capital (Grants, Loans, Cash, Credit)
- Get an Bookkeeping System

PHASE 3: PROTECTION

- Trademarks & Copyrights
- Business Insurance
- Legal Resources (Contracts, Forms, etc)

PHASE 4: MARKETING

- Research for Your Industry & Audience
- Social Media Accounts, Subscriptions, etc.

PHASE 5: LONGEVITY

- budgets & Projections
- Security & Safety (Digital, Physical, etc.)
- Outsource when start to scale!

