

Business Start Up Expense Checklist

Set-Up Costs

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Legal & Professional Costs

- Domain name registration
- Insurance premiums
- Licences or permits
- Workers compensation

Description

Check with City or State offices

Costs Associated with Premises Set Up

- Lease deposit and advance rent
- Fitout
- Utility bonds and connection/disconnection fees
- Stationery and office supplies
- Cleaning, staff amenities etc

This can be 3 months rent or more
 Fixtures, counters, partitions & installation costs
 Office stationery, folders, paper, pens etc
 Office cleaning, kitchen supplies, etc

Marketing & Promotion

- Logo design
- Signage
- Printing costs for promotional materials
- Stationery (branded)
- Advertising
- Giveaways
- Entertainment

Promotion for opening the business

99design or similar costs
 Use contractor bid amounts
 Brochures, posters, flyers etc
 Business cards, letterheads, With Compliments
 Yellow Pages listing, radio, print etc.
 Branded hats, pens, etc.
 Launch party for clientele

Furniture and Equipment

- Equipment
- Vehicles
- Telecommunications
- Computers and software
- Computer server & networking costs
- Contractor fees for computer installations, setups etc

including photocopiers, printers, etc
 trucks, utes etc
 mobiles, laptops

Starting Operations

- Raw materials and supplies
- Starting Inventory
- Cash on hand
- Working capital
- Unanticipated Expenses

Amount of inventory required to open
 Amount needed for the cash register
 Include an amount for the unexpected

Start-Up Capital

- Equity investment
- Borrowings
- Total

The Result

- Total set-up costs
- Surplus funds
- Borrowings required
