

Business Start Up Expense Checklist

Set-Up Costs



Build Your Business & Grow Your Wealth

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
