



Business Startup Checklist

ITEMS TO BE COMPLETED	CHECKED
Establish Business feasibility/viability – Are you providing a service that solves a problem?	
Create a Business Name and register ABN and business name	
Decide on the business structure...sole trader Pty Ltd partnership	
Write a Business Plan	
Establish professional Relationship for Finance and Banking	
Establish professional Relationship for Accounting	
Consider other Relationships Legal ...Suppliers and others	
Check and comply with Legal requirements to Operate Business	
Compliance with Licenses , Permits and Local Council	
Start Up Finance identified in Business Plan.....Where and How	
Business Premises - Offices Equipment and supplies	
Required Insurances - Public and Professional in Business Plan	
Record Keeping, Systems and procedures...in Business Plan	
Financial Management System.....in Business Plan	
Pricing , Gross profits, Break-even , financial ratios	
Understanding products and customers	
Staff Requirements.....in Business Plan	
Marketing Plan...Business Branding....Advertising...Product Launch	
Day to Day Management Plan	
Action Plan to achieve these Goals	