

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
