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Start And Grow A Business And Still Make Time For Your Family

Home Business Startup Checklist

- Conduct a [personal financial checkup](#). (download checklist)
- Do your research. Define your target market and your competition. Find out what your market wants, and if your competition is giving it to them.
- Pick a name & check if it is available to register in your state and as a web domain on-line.
- Buy the domain name. I recommend [GoDaddy.com](#).
(If this will be your only website, your hosting plan will include registering your domain name. If you will have a number of websites, then register all of your names with one company, and point the domain to your webhost.)
- Sign up for web hosting [My recommendation](#)
- Select your office space or work area.
- Get a mailbox that gives you a physical address (i.e. the UPS Store.)
- Sign up for a [virtual phone/fax number](#).
- Assemble your team of advisors; i.e. attorney, bookkeeper and CPA, if appropriate.
- Decide which business entity is right for you: LLC, partnership or corporation.
- [File the paperwork to form your company \(business entity\)](#).
- If you formed an LLC with partners, create your Operating Agreement.
You may need help with this. [Good Article](#) [Legal Help](#) (You can find free templates on-line)
- [Get Your Employer Identification Number](#) (EIN) also known as a Federal Tax Identification Number.
- Open a business checking account, and get a credit card dedicated to the business.
- Get any licenses, permits, etc., from the state, county or city, that you may need, and check if you need a license to run a business from your home.
- Set up your books. It is VERY important to keep your business records separate from your personal records and that you never mix your personal and business funds.
- Get your website up. (I recommended [using WordPress to create and manage your website](#))



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- Get business cards. [Here's the company I use](#)- High Quality & Cheap!
(Not as important for internet businesses)
- Identify an appropriate networking group, and attend your first function.
- Prepare a written business plan complete with financial statements.

Please Don't Sue Me Statement:

This should be obvious, but my lawyer makes me write it anyway.

The contents of this document in no way constitutes legal advice. Always consult with an attorney to be sure you are in full compliance with the law on any legal matter, including licensing, business entity registration and administration.