

Start Up Checklist



- Step 1: Create a Company Name
- Step 2: Register Your Company's Domain Name
- Step 3: Determine the Best Business Entity Type
- Step 4: The Business Plan
- Step 5: Incorporate
- Step 6: Get an Employer Identification Number
- Step 7: Create a Company Logo
- Step 8: Calculate Your Labor Rates
- Step 9: Build a Baseline Operating Budget
- Step 10: Find a Website Host & Build a Website
- Step 11: Build Your Initial Marketing Material
- Step 12: Decide Where to Operate Your Business
- Step 13: Get a Business License
- Step 14: Establish a Business Bank Account
- Step 15: Get an Accountant

- Step 16: Figure out Your NAICS
- Step 17: Submit a Press Release
- Step 18: Follow Up With or Find Your Customer
- Step 19: Get Business Insurance
- Step 20: Contracts Administration
- Step 21: Begin Work (With Your Timesheet)
- Step 22: Establish Payroll Services
- Step 23: Establish Product / Monthly Reporting Procedures
- Step 24: Establish Invoice / Billing Procedures
- Step 25: Build Health & Dental Packages
- Step 26: Establish 401K / IRA / 529 Benefit Plans
- Step 27: Human Resources
- Step 28: Re-Assess Your Operating Budget
- Step 29: Build an Employee Hiring Package
- Step 30: Hire Employees

Contact JCA at any point along your start-up journey with questions, we are here to help you be a successful entrepreneur!

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