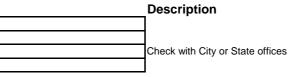
# **Business Start Up Expense Checklist**

# Set-Up Costs

### Legal & Professional Costs

Domain name registration Insurance premiums Licences or permits Workers compensation





# **Costs Associated with Premises Set Up**

Lease deposit and advance rent	ĺ	This can be 3 months rent or more
Fitout		Fixtures, counters, partitions & installation costs
Utility bonds and connection/disconnection fees		
Stationery and office supplies		Office stationery, folders, paper, pens etc
Cleaning, staff amenities 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 smilar 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		including photocopiers, printers, etc
Vehicles		trucks, utes etc
Telecommunications		mobiles, laptops
Computers and software		
Computer server & networking costs		
Contractor fees for computer installations, setups e	tc	

# **Starting Operations**

Raw materials and supplies	
Starting Inventory	Amount of inventory required to open
Cash on hand	Amount needed for the cash register
Working capital	
Unanticipated Expenses	Include an amount for the unexpected

### **Start-Up Capital**

Equity investment Borrowings Total

#### The Result

Total set-up costs Surplus funds Borrowings required

\$0

