



Checklist for up and running

So you have made the decision to start your own business! Congratulations! There are several tasks that you should now proceed to work through systematically to get the show on the road. Use the following checklist to help identify the tasks that will require attention in your circumstances. Add others that are relevant to your situation,

<i>Task</i>	<i>Yes</i>	<i>No</i>	<i>Actions I need to take</i>
Advertising			
Banking facilities			
Business name registration			
Business premises			
Business structure			
Capital – determination of total requirement and resultant need to borrow			
Computer system – hardware and software			
Credit policy – terms and conditions			
Insurances			
Lease of premises			
Licences			
Loan – determination of loan package and preparation of application			
Plant and equipment			
Power utility – connection of power and security deposit			
Pricing structure			
Professional advisors			
Records to be set up			
Signage for premises, vehicle etc			
Staff – recruitment, records, job description statements, etc			
Stationery			
Supplier relationships			
Taxation – registration requirements			
Telephone, facsimile and email connection			
Trademark registration			
Other (to be specified)			