

BUSINESS STARTUP ACTION PLANNER

Business Plan

- Company
- Product/Service
- Industry
- Competition
- Target Market
- Marketing Plan
- Operations Plan
- Financial Plan

Risks

- Executive Overview
- 3 year Financials

Establish Company

- NUANS name search
- plus one of the following:
- Trade Name Registered
 - Company Incorporated
 - Partnership Registered

Licenses and Permits

- Development Permit
- Building Permit (renovations)
- Business License
- Professional / Trade License
- Other Licenses and Permits

Arrange Professional Support

- Accountant / Bookkeeper
- Lawyer
- Banker

Government Accounts

- CRA Business Number
- GST Account
- Payroll Account
- WCB account

Promotional Resources

- Image / Logo
- Business Cards
- Brochures
- Flyers
- Advertising / Press Release
- Website
- Other

Finance and Administration

- Sales Contract Forms
- Receipt Books
- Bookkeeping System
- Establish Bank Account
- Start Up Capital
- Loan / Line of Credit
- Merchant Accounts
(Visa / MC / Debit)

Security Deposits

- Rent
- Utilities
- Lease equipment

Insurance

- Business in home
- Business
- Business Vehicle
- Disability / Life
- Benefits
- Bonding
- Other

Work Space

- Location
 - Home Office Ready
 - Lease / Purchase Arranged
 - First Month's Rent
 - Business Phone Install
 - Cell Phone
 - E-mail account
 - Office equipment
 - Office supplies
 - Furniture and fixtures
 - Shop equipment
 - Shop Supplies
 - Opening inventory
- \$ _____

Estimated Total Cost

Priority

Activity

Deadline
