

**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**
