

# Business Start Up Expense Checklist

## Set-Up Costs

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## Legal & Professional Costs

Domain name registration  
 Insurance premiums  
 Licences or permits  
 Workers compensation


### Description

Check with City or State offices

## Costs Associated with Premises Set Up

Lease deposit and advance rent  
 Fitout  
 Utility bonds and connection/disconnection fees  
 Stationery and office supplies  
 Cleaning, staff amenities etc


This can be 3 months rent or more  
 Fixtures, counters, partitions & installation costs  
 Office stationery, folders, paper, pens 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

Logo design or similar 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  
 Vehicles  
 Telecommunications  
 Computers and software  
 Computer server & networking costs  
 Contractor fees for computer installations, setups etc


including photocopiers, printers, etc  
 trucks, utes etc  
 mobiles, laptops

## Starting Operations

Raw materials and supplies  
 Starting Inventory  
 Cash on hand  
 Working capital  
 Unanticipated Expenses


Amount of inventory required to open  
 Amount needed for the cash register  
 Include an amount for the unexpected

## Start-Up Capital

Equity investment  
 Borrowings  
 Total


## The Result

Total set-up costs  
 Surplus funds  
 Borrowings required
