



CVA ADMINISTRATIVE SERVICES

HELPING YOUR COMPANY SUCCEED!

BUSINESS START-UP CHECKLIST

Here are a list of items needed to begin the business start-up process.

1 PLANNING YOUR BUSINESS

- Business Planning Binder
- Write Mission Statement
- Choose a Name for Your Business
- Estimate Start -up Cost
- Research Your Target Market

3 PRODUCT DEVELOPMENT

- Order Necessary Supplies
- Detail Services You Will Provide
- Determine Pricing For Service

2 PLANNING YOUR BUSINESS

- Choose Your Legal Structure
- Register Your Business Name with The State
- Apply For Permit or License if applicable
- Apply for EIN/Tax-Exempt ID
- Open a Business Checking Account
- Create a Paypal or Square Account to accept payments
- Register Domain for Your Website
- Create Social Media Accounts
- Set-Up Business Email
- Set-Up Accounting Software or Hire an Accountant
- Create a System To Manage Orders
- Create Google My Business

4 BRAND DEVELOPMENT

- Design Logo/Hire Graphic Designer
- Create & Order Business Cards
- Launch Website/Hire Website Designer

5 MARKETING

- Create Marketing Plan
- Share Your New Business with Family & Friends
- Build Email List
- Advertise-Social Media etc



MEDIA REACH



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