

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

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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

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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

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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

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

Starting Operations

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

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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

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The Result

Total set-up costs
Surplus funds
Borrowings required

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