

# Business Start Up Expense Checklist



## Set-Up Costs



### 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

99design 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
