



Business Checklist

Check the box next to the items you already have

- Professionally Designed Logo
- Website
- Business Cards
- Branded Brochure/Materials
- Business Email Address
- Handle Business Plan
- Business Budget
- Business Incorporation (Not needed for Sole-Proprietorships)
- Federal Tax ID #
- Business Bank Account
- Business Insurance
- Business License or Permit (If needed)
- Accounting System



Business Checklist

Check the box next to the items you already have

- Client Database
- Steady Client Base
- Defined Marketing and Sales Approach
- Operations Systems
- Business Social Media
- Payment System (For credit cards and online payments)
- Professional Business Address
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