

Startup Checklist

Task	Check
Choose a business name and do a NUANS search	
Register your business name	
Decide on the business structure	
Write a business plan	
Set up professional relationships with lawyers, accountants, bankers if needed	
Get Licenses and Permits	
Obtain office space and equipment	
Obtain business insurance	
Do market research	
Develop a Marketing Plan	
Hire Employees	
Inquire about labour laws and employee health and safety requirements	
Set up a payroll system (use your accountant or a payroll company)	
Develop a Day to Day plan	
Set up a Website, Email and Phone	
Set up Social Media Profiles	
Set up a business bank account	
Order business cards and other marketing materials	
Network to build your business. Refine your business pitch	
Get a mentor or associate with a mastermind group	
Apply for a sales tax # if necessary	
Develop sustainable partnerships that will enhance your business' bottom line	
Have a launch event to create a buzz about your business	





