

# Business Start Up Expense Checklist

## Set-Up Costs



### Legal & Professional Costs

	Description
Domain name registration	
Insurance premiums	
Licences or permits	Check with City or State offices
Workers compensation	

### Costs Associated with Premises Set Up

Lease deposit and advance rent	This can be 3 months rent or more
Fitout	Fixtures, counters, partitions & installation costs
Utility bonds and connection/disconnection fees	
Stationery and office supplies	Office stationery, folders, paper, pens etc
Cleaning, staff amenities etc	Office cleaning, kitchen supplies, etc

### Marketing & Promotion

	Promotion for opening the business
Logo design	99design or similar costs
Signage	Use contractor bid amounts
Printing costs for promotional materials	Brochures, posters, flyers etc
Stationery (branded)	Business cards, letterheads, With Compliments
Advertising	Yellow Pages listing, radio, print etc.
Giveaways	Branded hats, pens, etc.
Entertainment	Launch party for clientele

### Furniture and Equipment

Equipment	including photocopiers, printers, etc
Vehicles	trucks, utes etc
Telecommunications	mobiles, laptops
Computers and software	
Computer server & networking costs	
Contractor fees for computer installations, setups etc	

### Starting Operations

Raw materials and supplies	
Starting Inventory	Amount of inventory required to open
Cash on hand	Amount needed for the cash register
Working capital	
Unanticipated Expenses	Include an amount for the unexpected

### Start-Up Capital

Equity investment	
Borrowings	
Total	\$0

### The Result

Total set-up costs	\$0
Surplus funds	0
Borrowings required	0