

Business Start Up Expense Checklist



Set-Up Costs

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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	(A) _____

The Result

Total set-up costs(A)	_____	
Surplus funds	(B) _____	Input total (A) from Total Start Up Capital if >0, otherwise "0"
Borrowings required	_____	If (B) Less (A) \$ > 0, then enter sum B-A, otherwise "0"