

# Business Start Up Expense Checklist

## Set-Up Costs



### Legal & Professional Costs

Domain name registration  
Insurance premiums  
Licences or permits  
Workers compensation

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#### 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

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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

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#### Promotion for opening the business

Logo design 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

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including photocopiers, printers, etc  
trucks, utes etc  
mobiles, laptops

### Starting Operations

Raw materials and supplies  
Starting Inventory  
Cash on hand  
Working capital  
Unanticipated Expenses

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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

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### The Result

Total set-up costs  
Surplus funds  
Borrowings required

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