



aaronvick.com



plan



grow



profit

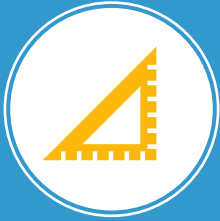
STARTUP CHECKLIST

Essential steps for any entrepreneur growing a small business or startup. Get started today.



WHO IS AARON ?

Aaron Vick is an entrepreneur involved in various industries. He is committed to helping others do the same. More information about best business practices learned from real world experience can be found at aaronvick.com



BRAINSTORM

Research the viability of your idea
Come up with a plan of attack to make it happen
Ensure you have family and friend support
Start recruiting team members

STRUCTURE YOUR IDEA FOR SUCCESS

Name product and/or company
Decide type of business: Sole Proprietorship, Partnership, Limited Liability Company (LLC), Corporation or S-Corporation, Non-Profit
Determine how to function: Home-based, office space, co-office
Seek the advice of a corporate attorney familiar with tax implications
Engage an accountant

CREATE BUSINESS DOCUMENTS

Bylaws and articles of incorporation
Contracts and agreement documents

CREATE A BUSINESS AND MARKETING PLANS

Determine if internal document or external
How will you fund the costs
Seek investors, if appropriate
Research competitors
Have a strong and brief executive summary

SECURE IT NEEDS

Obtain the domain name
build the website
Secure social media presence

GET READY TO GO

Obtain EIN number
Get a company bank account
Obtain necessary permits and licenses
Obtain county/city business license or "Doing Business As" Documents
File for patents and/or trademarks, if appropriate
Establish financial and record-keeping practices
Maintain detailed records and receipts in case of audit
Obtain business insurance, if warranted
Begin your revenue stream as soon as possible
Download the most current mobile apps & payment acceptance functionality
Source your product materials, if need be
Rent space, if needed
Hire employees and follow all Board of Labor laws, if appropriate

LAUNCH YOUR BUSINESS IDENTITY

Network
Implement your marketing strategy
Print necessary materials: cards, stationary, etc.
Create and distribute a press release
Maintain a social media presence
Pay your business taxes

PREPARE TO GROW

Survey customers
Refine your pitch, product, marketing, and business plan as needed
Continue to network
Build partnerships that enhance business
Find a mentor