



Business Start-Up Checklist

9-12 MONTHS PRIOR TO START-UP

- Determine time required to obtain business permits.
- Contact and join local chamber of commerce.
- Visit with others in your network: attorneys, bankers, CPAs, consultants, competition.
- Research community amenities (real estate, schools, etc.).
- Research City of Marshfield Zoning Ordinances.
- Check utility requirements. Decide on a business location.
- Obtain licenses (city, county, state).
- Prepare preliminary business plan and budget.
- Interview bankers.
- Determine when phone book is printed, and arrange for a business listing.

6-9 MONTHS PRIOR TO START-UP

- Prepare leasehold improvement plan.
- Determine office and plant layout and design.
- Choose advisors: attorney, CPA, consultant, insurance agents, and brokers.
- Review leases and contracts with attorney and advisors.
- Obtain bids on major business equipment.
- If building a new structure, apply for necessary permits (City of Marshfield)

4-6 MONTHS PRIOR TO START-UP

- Decide on form of business organization (sole proprietor, corporation, LLC, etc.).
- Determine business hours. Prepare final budget and review with banker.
- Order business systems: receivables, check disbursements, payroll.
- Order sign for office.
- Purchase office equipment and furniture.
- Arrange delivery of equipment.
- Prepare advertisements.

0-4 MONTHS PRIOR TO START-UP

- Finalize business filings and license Applications (City of Marshfield, State of Wisconsin, and Federal Gov).
- Arrange for insurance.
- Arrange for telephone service installation. Open checking accounts.
- Sign up for credit card systems at local bank.
- Arrange for business announcement press release and ads in local papers.
- Order office-opening announcements.
- Arrange to give talks to community groups.
- Consider membership in civic and church organizations.
- Arrange for movers.
- Contact Department of Workforce Development on employer/employee requirements.

- Prepare job descriptions for employees.
- Write policy manual for office employees.
- Check local resources for personnel.
- Begin screening process for new personnel.
- Contact IRS for booklets and apply for Federal Employer ID Number.
- Contact the Department of Revenue for seller's permit, tax forms and employer's requirements.
- Obtain payroll withholding booklets from tax authorities.
- Review tax requirements with your accountant.
- Arrange for janitorial service, waste removal, laundry service, grass mowing.
- Order supplies: appointment cards, business cards, stationery, deposit stamp for checks, telephone message pads.
- Interview and select collection agency. Determine pricing schedule.
- Order publications.
- Start setting up office.
- Schedule utilities to be turned on.
- Hire and train office personnel.
- Establish petty cash fund.
- Prepare press release and begin advertisement.

Please list your top five contractual services that are required: (Buy Local)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Municipal Code - <http://ci.marshfield.wi.us/code/>.

Applications/Permits-http://ci.marshfield.wi.us/public_works/building/permits.htm