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*New Business Checklist*

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- Business Name
- Select Business Structure: Sole Proprietorship, Limited Liability Company, Corporation
- Select Accountant and / or Financial Adviser
- Select Payroll Company if you are hiring employees
- Write Business Plan
- Register Business with County or State
- Open Business Bank Account
- Commercial Liability Insurance
- Worker's Compensation Insurance
- Bond
- Phone Number
- Email Address
- Website
- Mailing Address
- Order Business Cards
- Design Logo
- Design Letterhead
- Put together list of contacts
- Mail or email your contacts to announce the opening of your Business
- Create Business Social Media Accounts
- Post notification about business on social media
- Develop standard client agreement
- Research networking events and place them on your calendar
- Research industry associations
- Create Goals and write them down