



untypical smallbiz

kixstart business starter checklist

We think that these are the key things that you need to consider when you are starting a business. Sure, not all of them are necessary before you start but your planning should include some thought about these items. They are not listed in any particular order – the sequence will depend on the type of business you are starting.

Business type	<input type="checkbox"/>	Mobile phones	<input type="checkbox"/>
Business structure	<input type="checkbox"/>	Social media	<input type="checkbox"/>
Business name registration	<input type="checkbox"/>	Fax / virtual fax	<input type="checkbox"/>
ABN & GST Registration	<input type="checkbox"/>	Broadband access	<input type="checkbox"/>
Advertising	<input type="checkbox"/>	Web site	<input type="checkbox"/>
Banking & bank accounts	<input type="checkbox"/>	Accounting system	<input type="checkbox"/>
Business loans & financial guarantees	<input type="checkbox"/>	POS system	<input type="checkbox"/>
Business networking opportunities	<input type="checkbox"/>	CRM system	<input type="checkbox"/>
Superannuation fund choice	<input type="checkbox"/>	Email setup	<input type="checkbox"/>
Business plans	<input type="checkbox"/>	Off-site backups	<input type="checkbox"/>
Marketing strategy	<input type="checkbox"/>	Disaster recovery procedures	<input type="checkbox"/>
Communication strategy	<input type="checkbox"/>	Training / on-boarding programs	<input type="checkbox"/>
Business procedures	<input type="checkbox"/>	Brochures	<input type="checkbox"/>
Business policies	<input type="checkbox"/>	Printing and stationery	<input type="checkbox"/>
Mission statement	<input type="checkbox"/>	Corporate logo / colour schemes	<input type="checkbox"/>
Vision statement	<input type="checkbox"/>	Post office box	<input type="checkbox"/>
Values statement	<input type="checkbox"/>	Courier services	<input type="checkbox"/>
Income protection insurance	<input type="checkbox"/>	Suppliers	<input type="checkbox"/>
Professional indemnity insurance	<input type="checkbox"/>	Stock	<input type="checkbox"/>
Public liability insurance	<input type="checkbox"/>	Logistics	<input type="checkbox"/>
Contents insurance	<input type="checkbox"/>	Premises	<input type="checkbox"/>
Building insurance	<input type="checkbox"/>	Signage	<input type="checkbox"/>
Cash insurance	<input type="checkbox"/>	Company vehicles	<input type="checkbox"/>
Workers compensation	<input type="checkbox"/>	Preferred service providers	<input type="checkbox"/>
Salary guidelines	<input type="checkbox"/>	Fuel cards	<input type="checkbox"/>
Temporary staffing	<input type="checkbox"/>	Vehicle maintenance	<input type="checkbox"/>
Permanent recruitment	<input type="checkbox"/>	Administrative support	<input type="checkbox"/>
Market research	<input type="checkbox"/>	Business development	<input type="checkbox"/>
Computers	<input type="checkbox"/>	Promotional activities	<input type="checkbox"/>
Servers and networks	<input type="checkbox"/>	Uniforms / corporate clothing	<input type="checkbox"/>
Software	<input type="checkbox"/>	Promotional merchandise	<input type="checkbox"/>
Tablets / iPads	<input type="checkbox"/>	Business templates	<input type="checkbox"/>
Telephone systems	<input type="checkbox"/>	Logo design	<input type="checkbox"/>

This is not an exhaustive list but we think it will give you a great head start!