New Business Checklist

* **Start Business plan** - start small (one page) and fill out as many details as you can. Come back to it and make adjustments and expand on it. This is the core of your business so you want to take your time on this part.

[One Page Version](https://www.thebalancesmb.com/one-page-business-plan-templates-4135972) [Full Version](https://www.score.org/resource/business-plan-template-startup-business)

* **Legal Entity** - choosing a legal entity that matches your business and provides you with the best benefits, is important to figure out once you start planning your business.

[Quiz](https://justworks.com/embeds/owners-draw/index.html?utm_source=blog&utm_medium=CTA&utm_campaign=owners_draw_quiz063016) [Options/Definitions](https://www.entrepreneur.com/article/38822)

* **Name** - deciding on your name is very important and many factors other than preference come into play, such as [trademarks](http://tmsearch.uspto.gov/bin/gate.exe?f=searchss&state=4806:9pktrx.1.1), [domain](https://domains.google/#/) availability, and [local](https://sccefile.scc.virginia.gov/NameAvailability) registrations.

* **Business Applications** - With a name and business structure picked out, it’s time to start the state and federal application process. This will make your business legal on a state and federal level and give you the tax ID needed to benefit from whatever entity you chose.

[Federal](https://sa.www4.irs.gov/modiein/individual/index.jsp) [State](http://www.scc.virginia.gov/clk/begin.aspx)

***Congratulations, You’re Now Legal!***

* **Finish Business Plan** - It’s time to finalize your business plan so you are ready to show it off to your lawyer, investors, employees, etc.

* **Create your website** - Put a face to your name and create a storefront that will allow your customers to find and get to know you.
* **Start Testing Software** - Accounting, communications, shipping, administration, organization, and advertising all require software if not outsourced. It’s time to start testing the kinds of software that will make your life a whole lot easier!

***You did it! Now it’s time to go Rock It!***

Resources:

* <https://www.irs.gov/businesses/small-businesses-self-employed/starting-a-business>
* <http://www.bos.virginia.gov/starting.shtml>
* <https://sccefile.scc.virginia.gov/NameAvailability>
* <http://www.scc.virginia.gov/clk/begin.aspx>
* <https://www.entrepreneur.com/article/38822>