



New Business **START-UP CHECKLIST**

TINAMPAYNE.COM

New Business START-UP CHECKLIST

- Market Research for your Idea
- Complete a Business Plan***
- Create Name & Logo
- Determine Business Structure
- Register Name your State
- Get Tax ID or EIN
- Purchase a Domain Name
- Set Up Website
- Apply for Business License
- Open up a Business Account
- Set up a Business Checking
- Apply for Business Loans
- Obtain Business Insurance
- Register social media accounts
- Order Business Cards
- Choose an Accounting System
- Obtain a Free SCORE Mentor
- Join local Chamber of Commerce
- Line up vendors, supplies, etc.
- File for trademarks and patents
- Reach out to your Network
- Perfect your Pitch
- Seek out Your Industry Mentor
- SET LAUNCH DATE

NOTES

Scrubs Business

START-UP CHECKLIST

- ☐ Choose Online Platform (Shopify)
- ☐ Business Address (UPS Store, Virtual)
- ☐ Order FREE Shipping materials (USPS)
- ☐ Email Service Provider
- ☐ Obtain Vendors license
- ☐ Temperature Storage for Inventory
- ☐ Marketing Materials (Bags, pens, flyers)
- ☐ Hangers
- ☐ Metal Clothing Racks (on Wheels)
- ☐ Rack Cover for inventory
- ☐ Fold up Table & Chairs
- ☐ Mailing & Shipping Labels
- ☐ Scale
- ☐ Card Reader
- ☐ Business phone, fax numbers
- ☐ Storage Bins (on wheels)
- ☐ Table Cloths (logo)
- ☐ Quickbooks account
- ☐ Printer & Ink
- ☐ Locate a Local embroider (get pricing)
- ☐ Seek out health care/Nurse Events
- ☐ Benchmark local & online scrub stores
- ☐ List your healthcare network
- ☐ List 50 relevant agencies within 50 miles

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