



## STARTING A BUSINESS CHECKLIST

Hello,

My name is Al Castellanos and I am a licensed Insurance agent associated with the Checklist Depot. Do you know why checklists are important to have? Well I am here to give you that information. Checklists can help us stay more organized by assuring we don't skip any steps in a process. Seeing a list of what you must get done, instead of trying to remember it all, is going to save you a ton of time.

**Starting a Business Checklist** is an important list to have. Starting your own business can be thrilling and exciting, but also daunting. If you are considering starting your own business having a checklist can help you make sure that you have everything you need to start a successful business.

### **Things to know and do when starting a business:**

#### ***General Information***

- Gather all your relevant personal information
  - Name of other participants in the business
- Assess your financial situation
  - Income
  - Expenses
  - Assets
  - Liabilities

#### ***Getting Started***

- Have the necessary licenses been secured?
- Has start date been determined?
- Has location been secured?
- Will equipment be purchased or leased?

#### ***Financing***

- Has capital been raised?
- Has financial data been collected? (budget, start-up costs, cash requirements, break-even forecast)

### ***Insurance Planning***

- Have insurance needs of business owner been reviewed?
  - Health
  - Life
  - Disability
  - Property, casualty, and liability
  - Auto
- Have business insurance needs been considered?
  - Business liability insurance
  - Group life, health, and disability for employees
  - Key employee life and disability insurance

These and many more tips may help you prepare to start your own business, please check out the complete checklist and other important checklist at our website

<https://www.prinsuco.com/Checklist.62.htm>.

If you have any questions regarding this checklist or any of the other checklist, please contact me at (281) 642-4082 or at [alcastellanos@prinsuco.com](mailto:alcastellanos@prinsuco.com).