

Work-from-Home Business Startup Checklist

1. Research the industry thoroughly
2. Decide which Virtual Assistant niche you will specialise in
3. Check out the competition
4. Do a small business course, get advice
5. Consider certification
6. Join an industry association to get a feel for the issues facing the industry
7. List your start up supplies, stationery, software, office equipment, utilities, etc.
8. Get advice on tax issues
9. Get advice on legal issues
10. Do a marketing plan
11. Do a business plan
12. Do a preliminary budget
13. Decide on a business structure (sole proprietor, partnership, corporation)
14. Choose a name for your business
15. Do trademark research to see if your chosen business name is already in use.
16. Register and purchase your domain name
17. Secure website hosting
18. Raise finances
19. Purchase insurance
20. Set up spreadsheets for accounting/tax or purchase accounting software
21. Obtain any necessary licences
22. Decide on a logo
23. Decide how you will build your website – (do-it-yourself, hire a web designer, or opt for an all inclusive e-commerce solution package).
24. Get a business email account
25. Purchase calendar software like Microsoft Outlook, or use a free service like Google calendar.
26. Open a business bank account
27. Build website
28. Set a launch date
29. Order business cards, letterhead, flyers, stationery, office supplies, etc. for your home office
30. Advertise your business
31. Re-evaluate business plan, marketing plan and advertising strategy, and set targets for the future.