

✓ CHECKLIST FOR STARTING A HOME-BASED BUSINESS

- ____ 1. Research your business idea.
- ____ 2. Research your market.
- ____ 3. Decide where you will locate your business.
- ____ 4. Investigate local zoning regulations and other requirements.
- ____ 5. Determine your business structure.
- ____ 6. Develop and prepare a business plan.
- ____ 7. Develop and prepare a marketing plan.
- ____ 8. Determine your pricing structure.
- ____ 9. Secure financing, if needed.
- ____ 10. Select and register your business name.
- ____ 11. File necessary permits and licenses.
- ____ 12. Establish your management policies.
- ____ 13. Establish a business bank account.
- ____ 14. Obtain business stationery, cards, etc.
- ____ 15. Set up your record keeping system.
- ____ 16. Secure supplies and equipment necessary for operating your business.
- ____ 17. Arrange for adequate insurance.
- ____ 18. Arrange for telephone service, including an answering device.
- ____ 19. Arrange for mail and other delivery services.
- ____ 20. As soon as your plans are definite, begin promoting and advertising your business.

Patty Rai Smith, Ed.D.
 Extension Home-Based and Micro Business Specialist

January 1997; revised September 2006

Copyright © 2006 for materials developed by University of Kentucky Cooperative Extension. This publication may be reproduced in portions or its entirety for educational or nonprofit purposes only. Permitted users shall give credit to the author(s) and include this copyright notice.

Educational programs of Kentucky Cooperative Extension serve all people regardless of race, color, age, sex, religion, disability, or national origin.