STEAM EXECUTIVE®

Making IT Great!

Business Skills

VISION
MISSION
RESULTS

Business Starter Check List

- **Name Registration –** ASIC website, Sole Trader or Company

  Name:

  Registration:

  Date:

- **Accounting –** source a good Accountant experienced in all business areas

  Accountant:

  Address:

  Phone:

  Email:

- **Banking** – open a business account and arrange debit card and EFTPOS facilities

  Bank:

  Account Name:

  BSB/Account Number:

  Branch:

  Manager Name:

  Address:

  Phone:

- **Home Base, Office or Shopfront** – your choice depending on your business products or services

  Type:

  Insurances Required:

  What is required

  What coverage is required and for what

  Broker or direct dealing with Insurance Company

- **Council**

  Local Government Regulations

  Development Application

- **Target** – what do you want your business to do in relation to client service, what does the future hold, how big do you want the business to be, future clients

  What is your product

  Who buys your product

  What do they want

  Who else sells the product

  What do they charge

  What will customer pay

  Why will customer choose you

- **Business Plan** – what are your immediate and future plans for your business, where do you want it to be at a certain time, financial goals and a path to get there

  Is financing required

  Level of detail required for plan

  Where is plan located

  Name of file

How often to review plan

How often to update plan

- **Advertising** – social and print media, networking with business associations

  Where are customers

  How do you reach them

  Type of media to use

  Where are advertising details kept

  Name of file

  Specialist help required

  Name:

  Address:

  Phone:

  Email:

- **Network** – Organisations to join

  Organisation:

  Contact:

  Address:

  Phone:

  Email: