



## **BUSINESS START UP SERVICES**

**Setting up your own business can be an exciting time. Before you start, save yourself time and money by being aware of what's involved in running a business.**

**Do you understand your requirements when starting up a business? Structure, registrations, set up costs, business plan, finances and more.**

Investing time into proper planning is key to turning your dreams into reality. Operating a small business is not just about working for yourself or working from home, it's also about having the necessary management skills, industry expertise, technical skills, finance and of course a long-term vision to grow and succeed.

### **We can work with you to:**

- ✓ Develop a Business Plan and Financial Plan
- ✓ Decide on a business structure (sole trader, partnership, company). We can provide you with a list of pros and cons for each type of business structure
- ✓ Register your business name
- ✓ If your business is a company, you need to register
- ✓ Register for an Australian Business Number
- ✓ Register for GST and PAYG if applicable
- ✓ State Government and Local Council licences or permits
- ✓ Register your website domain
- ✓ Review your will and personal insurances to ensure they allow a smooth transition if you die or become permanently unable to work
- ✓ Put business banking solutions into place
- ✓ If a line of credit is required Budgets, Forecasts and Cash Flow will need to be submitted with the application
- ✓ Set up your financial record keeping system, including an invoicing system and cash flow tracking system
- ✓ Choose premises, negotiate a lease or purchase agreement
- ✓ Arrange business insurances, including public liability, vehicle, fire, burglary, professional indemnity and sickness
- ✓ Connect electricity, water, phones and power
- ✓ Arrange fit out and purchase business equipment, furniture and fittings

**CONTACT US FOR AN OBLIGATION FREE DISCUSSION**