



Checklist 9 - Checklist For The Basic Requirements

Project Name: _____

Date: _____

Yes No

Once you have established the name, website and location for your consulting business, you will require several basic necessities for the daily running of your business. As a startup, you do not necessarily require expensive equipment and tools to get your business running. This checklist highlights the required basic necessities for your business:

Office Furniture And Equipment:

- | | | | |
|---|--|--------------------------|--------------------------|
| 1 | An office space or designated work station in your home. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Working desk and chair. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Client seating. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Waste basket. | <input type="checkbox"/> | <input type="checkbox"/> |

Notes

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5 A quality printer.

6 Work lighting.

Computer Hardware And Accessories

7 Desktop computer/laptop and a monitor.

8 Keyboard and mouse.

Computer Software

9 Accounting software.

10 Word processing software

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11 Virus protection software.

12 Inventory management software.

Communication Tools

13 A working cell phone with voicemail.

14 Internet connection.

15 A business phone number with answering service or machine.

General Office Supplies

16 Stationery and envelopes.

Notes



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- 17 Business cards with your contact information and location.
- 18 Create brochures for your clients.
- 19 Business letterheads.
- 20 Invoice statements.

Notes