

All-In-1- Business- Services

Startup Success Checklist: Online Business for Beginners

Use this checklist to make sure your small business, Etsy store, or online business is set up for success.

Choose Your Business Structure

- Decide between Sole Proprietorship or LLC
- File **LLC formation** if applicable
- Register your **EIN**

Set Up Business Finances

- Open a **business bank account**
 - Set up **bookkeeping** software (QuickBooks/Xero)
 - Track budgeting and cash flow
 - Prepare **financial statements**
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Protect Your Business

- Draft **operating agreements** or bylaws
 - Create **contracts & NDAs**
 - File necessary **licenses and permits**
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Set Up Online Presence

- Design a **website**
 - Create **landing pages**
 - Set up **e-commerce store**
 - Optimize for SEO
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Market Your Business

- Launch **social media accounts**
 - Start **paid advertising** campaigns
 - Build **email marketing campaigns**
 - Collaborate with influencers or UGC creators
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Maintain Compliance

- Track deadlines for filings and taxes
 - Use **compliance reminders**
 - Keep annual reports and licenses up to date
 - Ensure all contracts and agreements are current
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Review & Scale

- Analyze sales and growth opportunities
- Expand digital products or services
- Automate workflows and marketing
- Consult experts to protect assets and increase revenue

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