



## **FREELANCE, INDEPENDENT & HOME-BASED BUSINESS READINESS CHECKLIST**

### **Priority 1 - Minimum recommendations for your business:**

- Do you have a phone number for your business?
- Do you have an email for your business?
- Do you have a smartphone?
- Do you have a computer for your business?
- Do you have a business license?
- Do you have the appropriate permit(s) required for your business?
- Do you have a way to accept payments for your business?
- Do you have a way to invoice customers for your product or service?

### **Priority 2 - Additional recommendations:**

- Do you need to file a Fictitious Business Name with the city?
- Do you need a Business Tax License for your business?
- Have you evaluated your need for business insurance, and purchased it if needed?
- Do you have a separate bank account for your service?
- Do you have a credit card to make payments for your business?
- Do you have a mailing address you can use for your business?
- Have you determined pricing for your product or service?
- Do you need a designated work space? If so, do you have one in your home?
- Do you have online marketing (Facebook, Instagram, etc.)
- Do you have a website?
- Do you use bookkeeping software?
- Do you use calendaring software?
- Do you have a logo?
- Do you have a partner?
- Do you have employees?
- Do you have a printer?