

COMPANY STARTUP CHEAT SHEET



ADMINISTRATIVE

DOCUMENTATION & FORMS

- Employee Documents Job Offer Templates, New Hire Packages, Vacation, Payroll, Reviews, & Exits
- Procedures & Processes
- Uniform Order Form
- Invoice Template
- Non-Disclosure Agreement

GOOGLE WORKSPACE

- Email Setup
- Google Drives & Microsoft One Setup

UNIFORM MANAGEMENT

- Design & Supply

EXECUTION

INVENTORY MANAGEMENT

- Data Tracking
- E-commerce Support
- Supplier Accounts Setup

HIRING & STAFFING

- Written Hiring Ads
- Staffing & Labour Budget

SCALING & EXPANSION

- Budgeting & Forecasting
- Business Plan

CREATIVE

DIGITAL MARKETING

- Google Onboarding Google Business Suite
- Social Media Paid Ads Onboarding

SEARCH ENGINE OPTIMIZATION

- Initial Website SEO
- Initial Website Blogs

GRAPHIC DESIGN

- Logo Design
- Branding Package Brand Identity Materials
- Print Materials Business Cards, Bifolds, Uniform Design
- Photo & Video Digital Content & Advertising

SOCIAL MEDIA

- Business Account Creation Social Media Platforms
- Campaigns & Content
- Content Creation

WEBSITE SERVICES

- Domain Purchase & Hosting
- New Website Build

FINANCIAL

ACCOUNTING

- Business Incorporation
- QuickBooks Setup
- Share Setup
- Minute Books
- Cash Flow Forecast
- Cash Flow Budgeting

BANKING & FINANCIAL

- Banking Setup
- Business Startup Loans
- Government Funding & Grants

BOOKKEEPING

- Payroll Setup
- QuickBooks Setup

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