

# Business Start-Up Checklist

## Self-Assessment

Do you have the qualities to become an entrepreneur? Everyone has weaknesses – how are you going to deal with them? Which skills do you need to improve to operate the business? Where can you get this training?

## Business Plan

The business plan describes your business, where it will be, which advertising you will use, marketing plan, marketing research, you and your competition. It will also show sales forecasting, potential sales and financial budgeting.

Community Futures has several business plan outlines, which can be followed to write the plan, please ask for a copy if it would assist you.

## Location of Business

The saying goes, “*location, location, location.*” It is important to have thought out your location and checked to find availability and to obtain some idea of rent and costs.

If planning a home-based business the very first thing to do is check with the City or Regional District to make sure the zoning of your property allows you to have a business there.

## Financing

To apply for a loan you must be prepared with the necessary information. You need to know how much money you require and a list showing how the money will be spent. You will be asked to provide security for the amount borrowed, such as proof of ownership of house or land, or other assets. Remember, even if your house has a mortgage on it, it is only worth the amount you have paid into the mortgage.

When applying for a loan you need:

- Business Plan (including cash-flow)
- Personal Resume from Business Owner(s)
- Financial Statements from the last 2 – 3 years (if buying a business)
- List of exactly what you will be buying, and how much it will cost.
- Proof of ownership of assets offered for security.

Be sure you can be approved for a loan before making a financial commitment or running up expenses. For more information please make an appointment with one of our Client Service Officers. Our services are completely free.

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WCB Enquiries	1-888-922-2768
City of Quesnel and Cariboo Regional District	992-2111
Provincial Government Building – 350 Barlow Avenue	992-4301
Provincial Sales Tax Inquires (Prince George)	(250) 565-4299
GST Enquiries	1-800-959-5525