

Checklist

Planning for capital required

One-time expense

Establishment

- Official fees and costs for registries and permits
- Advisory costs (fiduciary agent, attorney, consultant)
- Entrepreneurs courses/coaching

Construction investments

- New buildings
- Alterations, renovations

Administrative investments

- Vehicles
- Computer (hardware, software, installations)
- Office furniture (desks, chairs, etc.)
- Telephones, fax machines, copy machines, mobile telephones, modems, answering machines (costs for machines and installation)

Production investments

- Technical equipment, machinery
- Installation

Inventory

- Inventory for two to three months (first purchase)

Marketing and advertising (start)

- Company sign on the building, guides, neon signs
- Stationery (letterhead, business cards, portfolio folders, graphic design work)
- Company profile / brochures (graphic designer, photographer, printing)
- Showroom furnishings
- Website (design)

Ongoing expense

Marketing and advertising

- Mailings
- Client events
- Press strategy/PR
- Advertisements
- Website (maintenance)

Operating expenses / administration

- Vehicle maintenance
- IT maintenance (advisory, updates)
- Telephone equipment and fees (maintenance, subscriptions, rates)
- Fax fees (subscription and rates)
- Internet fees
- Copy service costs (paper, maintenance)
- Leasing rates
- Repairs
- Postage
- Electricity
- Cleaning
- Bank interest and work expenses
- Rent, incl. heating and ancillary costs

Production expenses

- Machines and facility maintenance
- Electricity, water, wastewater
- Rent (incl. heating and ancillary costs)
- Leasing rates

Staff costs, insurance, advisory services

- Salary for managing director
- Salaries for employees
- Social security contributions and personal insurance (AHV, ALV, BVG, daily allowances, accident)
- Property insurance (fire, disruption of business, etc.)
- Fiduciary agent, attorney, management consultants
- Membership of associations