

Business Start-Up Timeline

Courtesy of the Wisconsin Department of Commerce (<http://commerce.wi.gov>)

9-12 Months Prior to Start-up

- Determine time required to obtain state and local business permits.
- Visit with others in your network: attorneys, bankers, CPAs, consultants, competition.
- Check out community amenities (real estate, schools, etc.).
- Decide on a business location. Log on to www.eauclairedvelopment.com to search available locations in Eau Claire.
- Check zoning ordinances with the City (715-839-4914).
- Obtain licenses (city, county, state).
- Prepare preliminary business plan and budget.
- Interview bankers.
- Subscribe to local papers.
- Determine when phone book is printed, and arrange for a business listing.
- Join your local Chamber of Commerce.

6-9 Months Prior to Start-up

- Prepare leasehold improvement plan.
- Determine office and plant layout and design.
- Choose advisors: attorney, CPA, consultant, insurance agents, and brokers.
- Review leases and contracts with attorney and advisors.
- Obtain bids on major business equipment.

4-6 Months Prior to Start-up

- Decide on form of business organization (sole proprietor, corporation, LLC, etc.).
- Determine business hours.
- Prepare final budget and review with banker.
- Order business systems: receivables, check disbursements, payroll.
- Order sign for office.
- Purchase office equipment and furniture.
- Arrange delivery of equipment.
- Prepare advertisements.

0-4 Months Prior to Start-up

- Make sure business filings and license applications are complete.
- Arrange for insurance.
- Arrange for telephone service installation.
- Open checking accounts.
- Sign up for credit card systems at local bank.
- Arrange for business announcement ads in local papers.
- Order office-opening announcements.
- Arrange to give talks to community groups.
- Consider membership in civic and church organizations.
- Arrange for movers.
- Contact Department of Workforce Development on employer/employee requirements.

- Prepare job descriptions for employees.
- Write policy manual for office employees.
- Check local resources for personnel.
- Begin screening process for new personnel.
- Contact IRS for booklets and apply for Federal Employer ID Number.
- Contact the Department of Revenue for seller's permit, tax forms and employer's requirements.
- Obtain payroll withholding booklets from tax authorities.
- Review tax requirements with your accountant.
- Arrange for waste removal, janitorial service, laundry service, grass mowing.
- Order supplies: appointment cards, business cards, stationery, deposit stamp for checks, telephone message pads.
- Interview and select collection agency.
- Determine pricing schedule.
- Order publications.
- Start setting up office.
- Schedule utilities to be turned on (Xcel Energy).
- Hire and train office personnel.
- Establish petty cash fund.

After Start-up

- Contact the City of Eau Claire's Economic Development Division (715-839-4914). A file will be started on your business so that in the future any new resources, regulations or financial incentives you qualify for can be directed to you.
- If you are located in downtown Eau Claire, you are eligible for a FREE Downtown Eau Claire Ribbon Cutting Ceremony. Please call 715-839-4914 and ask for a Downtown Eau Claire, Inc. representative.