

Inventory Costs

Estimate the cost of inventory you need on hand to open and run the business for the first month. List each item needed for opening inventory. Include: the supplier; units needed; cost per unit; and total cost for that item (units required multiplied by cost per unit).

Table 2: Inventory costs for initial sales

Item	Supplier	Units required	Cost per unit	Total cost per item
Total costs				(B)

Rent

If you are renting your business location, start-up costs include: rent deposit; and rent to cover the first month of business.

Table 3: Rent Payments

Rent Type	Cost
Deposit	
First month's rent of business location	
Total costs	(C)

Utilities

Utilities include start-up fees and first month estimates for utilities including phone, power, water, internet, and garbage. For each utility specify: start-up fees; and first month's estimate.

Table 4: Utility Payments

Utility Type	Start-up Fee	First Month Estimate
Total Costs	(D)	(E)

Business Licenses & Registration

List each license or registration you need. Include: why it is needed; where to get it; and cost.

Table 5: Business license/registration costs

License/registration	Why needed	Where obtained	Cost
		Total costs	(F)

Insurance

List each type of insurance you need for your business. Include: who will provide it; and the 6-month premium. Be sure to include all policies needed for the business.

Table 6: Insurance

Item	Provider	6-Month Premium
Total costs		(G)

Remodeling & Redecorating

List each remodeling and redecorating item including: why it is needed; who will do the work: and the cost for each item.

Table 7: Remodeling & Redecorating

Item	Why needed	Contractor	Cost
Total costs			(H)

Fixtures, Furniture, Displays, & Shelving

List each item including: why it is needed; where it will be bought; and cost. These include less-expensive items that are not considered equipment or assets.

Table 8: Fixtures, Furniture, Displays, & Shelving

Item	Why needed	Where obtained	Cost
Total costs			(I)

Signs - outside and inside

List each sign including: the supplier; and cost.

Table 9: Signs

Item	Supplier	Cost
Total costs		(J)

Equipment

Equipment is a major item used to operate the business that has a useful life of one year or longer. Equipment can be leased or purchased. List each piece of equipment including: why it is needed; where it will be bought; and cost.

Table 10: Equipment

Item	Why needed	Where obtained	Cost
Total costs			(K)

General Supplies

General supplies are different than materials and supplies you need to make your product. They include things like cleaning supplies, general office supplies, or small tools, like a stapler or paper cutter. List each general supply including: the supplier; and cost.

Table 11: General supplies

Item	Supplier	Cost

Item	Supplier	Cost
Total costs		(L)

Marketing & Promotion

List each marketing and promotion activity related to opening your business. Include: why it is needed; and cost.

Table 12: Marketing & Promotion

Activity	Why needed	Cost
Total costs		(M)

Legal & Accounting Fees

List each legal or accounting activity, including: why it is needed; who will provide it; and cost.

Table 13: Legal and accounting fees

Item	Why needed	Where obtained	Cost
Total costs			(N)

Association or Organization Dues

List each association or organization dues for the first year. Include: why membership in the group is important; and cost.

Table 14: Association/organization dues

Association/organization	Why needed	Cost
Total costs		(O)

Other Expenses

List any other expenses not included in the previous tables. Name the expense; describe why it is need; where you will obtain it; and the cost.

Table 15: Other expenses not covered above

Expense	Why needed	Where obtained	Amount
Total costs			(P)

Cash Reserve

List each source of cash reserve. Include: the source; and amount.

Table 16: Cash Reserve

Sources of cash	Notes/Comments	Amount
Total cash reserve		(Q)

In-Kind Contributions

List each in-kind contribution. Include the estimated "as is" value.

Table 17: In-kind Contributions

Item or in-kind contribution	Estimated "as is" value
Total value	

Record your estimates from the Start-Up Costs Inventory tables in the Total Start-up Costs section on the following page.

Then, figure out which costs you can pay for with your own personal funds. The other costs will need to be covered with other funds.

Talk with your counselor and to a small business development advisor about other sources of funding.

Total Start-up Costs

Use your estimates from the previous tables to fill out this section.

Costs and Expenses	Cash from Client Funds	Cash from Other Sources	Start-Up Costs
Cost of Sales			
Manufacturing supplies			(A)
Inventory costs for initial sales			(B)
Expenses			
Rent deposit and first month's rent			(C)
Utility deposits (phone, power, water)			(D)
First month's utilities			(E)
Business license(s)/registration			(F)
Insurance premium(s) for first six months			(G)
Remodeling and redecorating			(H)
Fixtures, furniture, displays, shelving			(I)
Signage – outside and inside			(J)
Equipment			(K)
Office/general supplies (include printing and copying for internal use)			(L)
Marketing and promotion			(M)
Legal and accounting fees (initial)			(N)
Association/organization dues			(O)
Other			(P)
Cash reserve to support cash flow or initial operating costs (such as labor)			(Q)
Total Costs			