

# Start-up Costs Worksheet

## Start-up Costs Inventory

This section asks you to estimate your business start-up and operating costs for the first month. First, calculate your Start-up Inventory Costs in the categories listed below. Then, use these estimates to complete the Total Start-up Costs section.

### Materials and Supplies

Estimate the cost of supplies you will need to produce the first two months of goods or services. List each supply needed for production including: the supplier; units required; cost per unit; and total cost for that item (number needed multiplied by cost per unit).

**Table 1: Materials and Supplies**

Item	Supplier	Units required	Cost per unit	Total cost
			<b>Total costs</b>	<b>(A)</b>

## 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**

<b>Item</b>	<b>Supplier</b>	<b>Units required</b>	<b>Cost per unit</b>	<b>Total cost per item</b>
<b>Total costs</b>				<b>(B)</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**

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

## 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
<b>Total Costs</b>	(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
<b>Total costs</b>			(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
<b>Total costs</b>		<b>(G)</b>

## 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
<b>Total costs</b>			<b>(H)</b>





Item	Supplier	Cost
<b>Total costs</b>		<b>(L)</b>

**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
<b>Total costs</b>		<b>(M)</b>

### 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
<b>Total costs</b>			<b>(N)</b>

### 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
<b>Total costs</b>		<b>(O)</b>



**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
<b>Total costs</b>			<b>(P)</b>

**Cash Reserve**

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

**Table 16: Cash Reserve**

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

## 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
<b>Total value</b>	

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
<b>Cost of Sales</b>			
Manufacturing supplies			(A)
Inventory costs for initial sales			(B)
<b>Expenses</b>			
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)
<b>Total Costs</b>			