

Inventory costs. Estimate the cost of inventory you need on hand to open and run the business for the first month. Provide a list that includes each item, supplier, units required, cost per unit, and total cost per item.

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, estimate start-up costs including your rent deposit and rent for your 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 various utilities including phone, power, water, internet, garbage, etc. For each utility specify type, start-up fees, and first month estimate.

Table 4: Utility Payments

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

Business license/registration. Provide a list that includes each license and registration, why it is needed, where you will obtain the license or registration, and its cost.

Table 5: Business license/registration costs

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

Insurance premium(s). Provide a list that includes each type of insurance, who will provide it, and the premium amount.

Table 6: Insurance premiums/costs

Item	Provider	6-Month Premium
Total costs		(G)

Remodeling and redecorating. Provide a list of each remodeling and redecorating item, 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. Provide a list of each item needed, describe why it is needed, where it will be bought, and how much it will 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. Provide a list of each sign that includes its 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. Provide a list of each item, describe why it is needed, where it will be bought, and how much it will cost.

Table 10: Equipment

Item	Why needed	Where obtained	Cost
Total costs			(K)

General supplies. Provide a list of general supplies needed for start-up and what each will cost. General supplies are different than materials and supplies for manufacturing a product. They might include things like cleaning supplies, general office supplies, or small tools, like a stapler or paper cutter.

Table 11: General supplies

Item	Supplier	Cost

Item	Supplier	Cost
Total costs		(L)

Marketing and promotion. Provide a list of each marketing and promotion activity focused on business opening, why it is needed, and how much it will cost.

Table 12: Marketing and promotion

Activity	Why needed	Cost
Total costs		(M)

Legal and accounting fees – initial. Provide a list of each proposed legal and accounting activity needed for start-up, describe why it is needed, who will provide the service, and its cost.

Table 13: Legal and accounting fees

Item	Why needed	Where obtained	Cost
Total costs			(N)

Association/organization dues – first year. Provide a list for each association or organization, describe why it is important to your business to be a member, and the amount of dues for each one.

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. Cash reserve is required to pay bills until a business is profitable. Cash reserve can come from personal savings, loans, or other sources (such as family members or grants).

Table 16: Cash Reserve

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

In-Kind Contributions. List any additional in-kind contributions to the business (such as a vehicle that you will use for business activities, equipment or tools you already own that can be used in the business, etc.).

Table 17: In-kind Contributions

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

Record all cost estimates on the start-up costs worksheet on the following page. Also identify which costs you can cover from your own personal funds and what costs need to be covered from other sources.

Start-up Costs Worksheet

The Start-Up Costs Worksheet provides an estimate of total start-up costs. You can use your estimates from the previous categories to populate this worksheet.

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			