

Activity sheet: *Build your business plan - 4* *Your start-up costs*

Use this checklist to gather your start-up costs, or to make your best guess. You might need more paper for notes, or want to create your own list to add detail or make it simpler. Then enter each cost into the interactive calculator to find out how much you'll need to start your business.

<p>Costs and fees Any costs from solicitors or accountants to form your business, and any bank charges for arranging a loan.</p>	<p>Solicitors: € _____ Accountants: € _____ Bank: € _____ Other fees: € _____</p>
<p>Office supplies and stationery Everything you'll need for paperwork, record keeping and correspondence.</p>	<p>Computer: € _____ Printer: € _____ Phone: € _____ Other IT: € _____ Stationery (off the shelf): € _____ Stationery (printed): € _____ Other: € _____</p>
<p>Equipment, fittings and tools All the things you'll need to carry out your business, whether it's for you to use or for your customers.</p>	<p>Large equipment: € _____ Small equipment / tools: € _____ Fixtures and fittings: € _____</p>
<p>Supplies and stock Ready-made things to sell at a profit, or the materials and supplies you'll need to make a product or carry out a service.</p>	<p>Supplies: € _____ Stock: € _____</p>
<p>Transport Will you need a van? Include any costs for buying or setting up a lease, as well as for fitting out.</p>	<p>Vehicle: € _____ Fitting out / other: € _____</p>
<p>Marketing and website All the costs for telling people about your business and your products or services.</p>	<p>Design: € _____ Website design: € _____ Leaflet printing: € _____ Other: € _____</p>
<p>Training You might need training before you can start, for example for health, safety or legal reasons.</p>	<p>Training: € _____</p>
<p>Premises Any costs for taking on the lease or buying an office, shop or other work space.</p>	<p>Premises: € _____</p>
<p>Repairs and improvements If you're taking on a shop unit you might need to renovate it before you open. Include painting, electrical work etc here, but your equipment and fittings should go above.</p>	<p>Repairs: € _____ Improvements: € _____</p>
<p>Other start-up costs (You shouldn't include any staff costs before you start trading.)</p>	

Words in pink can be found in the glossary: moneysense.ulsterbank.ie/schools/students/glossary
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