NOTABLE SERVICE GROUP

HOW TO START YOUR BUSINESS

YOUR IDEA. YOUR BUSINESS. YOUR FUTURE.

FOLLOW THESE STEP-BY-STEP PATHS TO TURN YOUR BUSINESS IDEA INTO A **STRONG FOUNDATION FOR GROWTH!**

PATH 1: PLAN YOUR BUSINESS

1. **DEFINE YOUR BUSINESS IDEA**
   Identify what you will sell, who your customers are, and the problem your business solves.
2. **CHOOSE YOUR BUSINESS NAME**
   Choose a name that fits your business and check availability through official state resources.
3. **SELECT YOUR BUSINESS STRUCTURE**
   Compare sole proprietorship, LLC, corporation, and other options; seek professional advice if needed.
4. **CHECK REQUIREMENTS**
   Confirm state and local registration, license, permit, and tax requirements.
5. **CREATE A STARTUP BUDGET**
   Estimate one-time costs, monthly expenses, pricing, and the money needed to launch.
6. **REGISTER YOUR BUSINESS**
   Complete the required filings for your chosen structure and save confirmation documents.

YOUR FOUNDATION IS TAKING SHAPE!
You have defined your business and mapped the essential setup steps.

PATH 2: GET READY TO LAUNCH

1. **GET YOUR EIN IF NEEDED**
   Apply directly through the IRS when appropriate; the EIN application is free.
2. **OPEN BUSINESS BANKING**
   Separate business and personal finances and choose a way to accept payments.
3. **SET UP YOUR BRAND**
   Create your logo, select brand colors, and write a clear description of your services.
4. **CREATE YOUR BUSINESS PRESENCE**
   Set up a professional email, phone number, and a simple website or business page.
5. **ORGANIZE YOUR RECORDS**
   Choose bookkeeping and invoicing tools and keep receipts, contracts, and business documents organized.
6. **PREPARE TO SERVE CUSTOMERS**
   Create a process for inquiries, quotes, bookings, delivery, payment, and follow-up.

YOU'RE READY TO LAUNCH!
Test your contact details, website, payment process, and customer follow-up before announcing your opening.

WHY START YOUR OWN BUSINESS?

- **BE YOUR OWN BOSS** — Make decisions for your business.
- **FLEXIBILITY** — Build a schedule around your goals.
- **GROWTH POTENTIAL** — Develop new skills and opportunities.
- **CREATE VALUE** — Solve problems for your customers.

You Can Do This!

ONE STEP AT A TIME CAN TURN YOUR IDEA INTO A BUSINESS.

Requirements vary by location and business type. Verify current requirements with official sources.