



# ACCOUNTANT FIRST

Registered Tax Agent & Public Accountant

## Business Startup Costs Checklist

Year ended 30th June 20.....

Please send this to our office prior to your appointment.

To: Accountant First

Attn:

Fax: (02) 8583 3361

Email: [info@accountantfirst.com.au](mailto:info@accountantfirst.com.au)

**Client Name:**

**Phone:**

**Client Address:**

**Email:**

Descriptions	Amount
<b>Legal &amp; professional Costs</b>	
Business Plan preparation	\$
Company Formation Costs	\$
Insurance Premium	\$
Licences/ permits	\$
<b>Costs Associated with Premises Set up</b>	
Bond Money & advance rent	\$
Fit out	\$
Water/electricity bond	\$
Telephone line	\$
stationery/Office supply	\$
Cleaning, staff amenities etc.	\$
<b>Marketing &amp; Advertising</b>	
Logo design	\$
Signage	\$
printing costs	\$
Advertising	\$

Descriptions	Amount
<b>Furniture &amp; Equipment</b>	
Office Furniture	\$
printer	\$
Computer & Software	\$
Telephone system	\$
Networking costs	\$
<b>Starting operations</b>	
Raw materials	\$
Starting Inventory	\$
Transportation Costs	\$
Cash on Hand	\$
Working Capital	\$
Other Expenses	\$
<b>Start Up Capital</b>	
Equity Share	\$
Borrowings	\$
Loan	\$
<b>TOTAL</b>	\$

Results	
Total Set up Costs	\$
Surplus Fund	\$
Required Money	\$

**Client Name:**

**Signature:**

(Please send us this along with all the document by fax or email)