Please e-mail, fax or post this form back to our office priorto your appointment:

**TO:** Success Accounting Group **E-MAIL:** [grow@successaccountinggroup.com.au](mailto:lan@successaccountinggroup.com.au)

**PHONE: Springvale** (03) 8511 4047 / **Mentone** (03) 9583 0550 **FAX:** (03) 8511 4047

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| --- | --- | --- |
| **Set-Up Costs** |  | **Description** |
| Legal & Professional Costs |  |  |
| Domain name registration |  |  |
| Insurance premiums |  |  |
| Licenses or permits |  | Check with City or State offices |
| Workers compensation |  |  |
| Costs Associate with Premises Set Up |  |  |
| Lease deposit and advance rent |  | This can be 3 months’ rent or more |
| Fitout |  | Fixtures, counters, partitions & installation costs |
| Utility bonds and connection/disconnection fees |  |  |
| Stationery and office supplies |  | Office stationery, folders, papers, pens, etc. |
| Cleaning, staff amenities etc. |  | Office cleaning, kitchen supplies, etc. |
| Marketing & Promotion |  |  |
| Logo design |  | 99 design or similar costs |
| Signage |  | Use contractor bid amounts |
| Printing costs for promotional materials |  | Brochures, posters, flyers, etc. |
| Stationery (branded) |  | Business cards, letter heads, with compliments |
| Advertising |  | Yellow pages, listing, radio, print, etc. |
| Giveaways |  | Branded hats, pens, etc. |
| Entertainment |  | Launch part for clientele |
| Furniture & Equipment |  |  |
| Equipment |  | Including photocopiers, printers, etc. |
| Vehicles |  | Trucks, utes, etc. |
| Telecommunications |  | Mobiles, laptops |
| Computer server & networking costs |  |  |
| Contractor fees for computer installations, setups, etc. |  |  |
| Starting Operations |  |  |
| Raw materials |  |  |
| Starting Inventory |  | Amount of inventory required to open |
| Cash on hand |  | Amount needed for the cash register |
| Working capital |  |  |
| Unanticipated expenses |  | Include an amount for the unexpected |
| Start-up Capital |  |  |
| Equity Investment |  |  |
| Borrowings |  |  |
| Total | $0 |  |
| The Result |  |  |
| Total set-up costs | $0 |  |
| Surplus funds | 0 |  |
| Borrowing required | 0 |  |