ARE YOU IN THE RIGHT PLACE?

Pre-launch checklist

- [ ] Do you have the support of your friends & family?
- [ ] Are you aware of your post-contractual obligations?
- [ ] Do you have enough cash in the bank to support yourself for the opening few months?
- [ ] Do you feel professionally ready to make the leap?
- [ ] Are you aware of how tough it might be?
- [ ] Have you triple checked the above?

SO WHAT MIGHT YOU NEED?

Launch checklist

- [ ] Agree a company name
- [ ] Conduct the relevant trademark & eligibility checks
- [ ] Register the company directly with Companies House
- [ ] Purchase the domains
- [ ] Set up your web builder & hosting packages
- [ ] Register your new business for Data Protection
- [ ] Ensure you have the correct insurances in place
- [ ] Create the relevant Terms of Business
- [ ] Confirm you have NOT plagiarised these terms
- [ ] Create the relevant policies for your business
- [ ] Confirm you have NOT plagiarised these terms
- [ ] Set up the correct business bank account(s)
- [ ] Register your business for VAT
- [ ] Register your business for CT
- [ ] Register yourself for self-assessment
- [ ] Does your business need a PAYE scheme in place?
- [ ] Have I got a factoring & payroll provision in place?
- [ ] Set up your company emails
- [ ] Set up your company phone lines
- [ ] Develop your company logo
- [ ] Develop your company stationary
- [ ] Develop your email signature
- [ ] Develop your company website
- [ ] Engage with the relevant job boards
- [ ] Engage with the relevant CRMs
- [ ] Additional recruitment software required

ONE MORE

Last question to ask yourself

- [ ] Do you feel ready?