



Business Checklist

The items listed here are general categories that should be covered. Of course, there are always more specific needs that may either be categorized under these headings or those not listed here. **DISCLAIMER:** These materials are for informational purposes only and not for the purpose of providing legal advice. You should contact an attorney to obtain advice with respect to any particular issue or problem. Use of and access to this information do not create an attorney-client relationship between Angie Avard Turner, Prep'd for Success and the user.

- Business Formation...** Have you decided what legal business entity you would like your business to operate under? Sole Proprietorship? LLC? S-Corporation?
- Record Keeping...** Are you keeping up-to-date-separate-from-your-personal-stuff records? Do you have an accounting system or an accountant to help advise you?
- Contract & Agreements...** Have you thought through the types of contracts you will need on a regular basis to operate your business? Client Services Contract? Non-Disclosure Agreement? Licensing Agreement? Independent Contractor Agreement?
- Copyright Issues...** Have you thought through what works you will have copyrighted? How often will you submit your designs to be copyrighted? Are you using the proper marks to put others on notice that you own the works that you are selling? Have others infringed on your copyrighted works? Do you know how you will respond legally if someone does infringe on your copyrighted works?
- Trademark Issues...** Have you thought through what you will have trademarked? Will you trademark your name? Logo? Do you have a tag line that should be trademarked? Are you using the proper marks to put others on notice that you own the brand you are selling? Have others infringed on your trademark? Do you know how you will respond legally if someone does infringe on your trademark?
- Website Issues...** Do you have a Privacy Policy? Do you have a Terms & Conditions page? Do you have Disclaimers? Is what you are selling accurately portrayed on your website? Are you an Affiliate? Are you in compliance with FTC rules?
- Social Media Issues...** Do you have a social media policy for your employees that handle your social media? Do you have disclaimers regarding endorsements? Set rules when running contests on social media?