

## One-Time Start-Up Costs

Cost (\$)	Expense	Description
	Acquisition of office space	Cost required to build or purchase space or rental deposit to be paid
	Office equipment	Computer equipment, printers, fax machines, telephones, and telephone system, copier machines, and other equipment needed to operate your business
	Production equipment	Machinery and other equipment required to produce your product
	Office furniture	Desks, file cabinets, bookcases, chairs, tables, shelves, counters, cabinets
	Transportation and installation of equipment	Shipping costs for furniture and equipment, IT, specialists to install hardware or set up phone system
	Decorating or renovating	Any renovation or remodeling needed on the space before opening
	Signs	Signs needed for outside office, on doors, walls, or otherwise
	Security	Either a security system or hired security service if not provided by building
	Initial product inventory	Costs required to stock initial inventory, including material and production, costs, until revenues pay for additional inventory
	Insurance	Premium required to pay before opening business for property and other insurance
	Advertising	Initial advertising done prior to business opening
	Custom supplies	Printed letterhead and business cards with company name/logo
	Utilities	Security deposits or installation fees for utilities and other services
	Professional fees	Up front fees to legal, financial, and other professionals
	Business licenses and permits	Fees determined by city/state for doing business
	General office supplies	Paper, pens, staplers, binders, paper clips, etc.
	Service providers	Fees for services such as cleaning
	Other	Additional costs not on this list

**\$ Total start up costs**