

My Startup Budget

Table 1: Office Setup Budget

Y/ N?	Item	Budget	Where Available
	Large table or office desk		
	Ergonomic chair		
	Filing cabinet		
	Bookcase or supply cabinet		
	Office decor items		
	Computer		
	Printer/Scanner		
	Computer software		
	Telephone system (w headset)		
	Desk supplies (pens, pencils, stapler)		
	Installation/construction		
	Deposits for utilities		
	Startup promotional costs		

Table 2: On-Going Expenses

	Item	Budget	Where Available
	Legal contract/policies development		
	Logo/identity development		
	Media kit development		
	Web site development		
	Internet services and web hosting fees		
	Business licensing fees		
	Business insurance		
	Subscriptions to trade publications		
	Transportation or car expenses		
	Continuing training		
	Business Coach		
	Accountant & tax service		
	Subcontractor fees		
	Courier/postage expenses		
	Land/cell phone fees		
	Bank fees or loan expenses/fees		
	Office utility expenses		
	Marketing and promotional activities		
	Subscriptions and dues		
	Payroll (salary, taxes, etc)		
	Utilities		

