



Formation Step	Professional Required
Budgeted income and expenditure to assess overall viability of the business, including 3 way forecast and sensitivity analysis	Accountant
Agree on structure for the business	Accountant
Decide on name for the business, checking availability of name and URL	Accountant/Client
Form the structure	Accountant/Solicitor
Obtain the necessary ATO registrations	Accountant
Obtain other government/council registration and approvals	Solicitor/Client
Open a bank account	Client
Marketing plan	Marketing Consultant
Logo and design of peripherals	Graphic Designer
Obtain finance sources	Banker
Computers and IT needs	IT Provider
Web site	Web Developer
Facebook, Instagram and other social media	Marketing Consultant/IT Provider/Client
Insurances – PI, Public Liability, Contents, Tools, Workers Compensation	Insurance Broker
Business property	Commercial Real Estate Agent
Arrange Lease/Purchase of Property	Solicitor
Shareholders agreement, including buy/sell agreement	Solicitor