

# Business Foundation Blueprint

A solid foundation will keep the government off your back, improve your relationships and give you more control over your business.



*Business Structure*



*Financial System*



*Contracts*

## Three Easy Steps

Entrepreneurs are the game-changers of the business world. In order to think fast, move nimbly and seize opportunities, you need to know that your business is built on a solid foundation.

With the right systems in place, you can focus on what you do best, knowing that your business is protected from many of the common threats to success.

- Choose a type of business entity
- File formation documents with the state
- Create internal operating documents
- Obtain licenses and permits



- Obtain EIN from the IRS
- Establish a business bank account
- Set up accounting software
- Create receipt-tracking system



- Contracts for customers
- Contracts for vendors
- Contracts for employees and contractors
- Partnership contracts

