VR Self-Employment Guide

START-UP COSTS ESTIMATES

This worksheet will help you think about all of the different things you have to pay for as you get your business up and running.

This worksheet follows along with the Start-Up Costs section in Chapter 3 of the VR Self-Employment Guide. This is where you will record all of the things you need to purchase so you can open and start running your business. There are some common expenses to think about when you estimate start-up costs.

Start-up costs can be separated into five broad categories:

1. **PRODUCTION AND SERVICE**
   - Materials and Supplies *(page 2)*
   - Inventory *(page 3)*
   - Equipment *(page 4)*
   - General Supplies *(page 5)*

2. **PHYSICAL SPACE**
   - Furniture, Displays, Shelving *(page 6)*
   - Remodeling *(page 7)*
   - Rent or Mortgage Payments *(page 8)*
   - Utilities *(page 8)*

3. **ADVERTISING**
   - Advertising and Marketing *(page 9)*
   - Signs *(page 9)*

4. **BUSINESS MANAGEMENT**
   - Business Licenses, Registrations, Permits *(page 10)*
   - Legal and Accounting Fees *(page 10)*
   - Insurance *(page 11)*

5. **OTHER EXPENSES**
   - Any other expenses not included in the other categories *(page 12)*

Remember:

Depending on what type of business you are starting, you might not have costs to fill out in each section.

After you are done filling out each section, you will need to add up all of your costs to figure out your Total Start-up Costs Estimate. Use the table on page 13 to add up the totals from each section.

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Start-up Cost Estimates— Production and Service

Materials and Supplies

If you are making a product, or providing a service, list all materials and supplies you need to make or deliver your first two months of goods or services. Materials and supplies are things you use up when you make your product or provide your service.

Item	**Supplier** (where you will get it)	**How many you need**	**Cost for one**	**Total cost**
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
			TOTAL COSTS	$ $ 0.00

Notes:

Start-up Cost Estimates— Production and Service

Inventory

If you are starting a business that sells things that you do not make yourself, list the inventory you need on hand to open and run the business for the first month.

Item	**Supplier** (where you will get it)	**How many you need**	**Cost for one**	**Total cost**
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
			TOTAL COSTS	$ $ 0.00

Notes:

Start-up Cost Estimates— Production and Service

Equipment

List each piece of equipment you need to purchase for your business. Equipment includes things you need to run your business that have a useful life of one year or longer. This can be bigger items, like a trailer, riding lawn mower, camera equipment, or computer.

Item	**Supplier** (where you will get it)	**How many you need**	**Cost for one**	**Total cost**
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
			TOTAL COSTS	$ $ 0.00

Notes:

Start-up Cost Estimates— Production and Service

General Supplies

List any general supplies you need to purchase for your business. General supplies are things that you need to run your business but are not covered in the materials and supplies, inventory, or equipment categories. These generally include lower-cost items like cleaning or office supplies.

Item	**Supplier** (where you will get it)	**How many you need**	**Cost for one**	**Total cost**
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
			TOTAL COSTS	$ $ 0.00

Notes:

Start-up Cost Estimates— Physical Space

Furniture, Displays, Shelving

List any fixtures, furniture, displays, or shelving you need to purchase for your business.

Item	Supplier (where you will get it)	How many you need	Cost for one	Total cost
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
			TOTAL COSTS	$ $ 0.00

Notes:

Start-up Cost Estimates— Physical Space

Remodeling

List any costs for remodeling, such as replacing windows, repainting, or installing railings or ramps.

Remodeling activity	Contractor/Supplier	Cost
		$ 0.00
		$ 0.00
		$ 0.00
		$ 0.00
		$ 0.00
		$ 0.00
		$ 0.00
		$ 0.00
		$ 0.00
		$ 0.00
	TOTAL COSTS	$ $ 0.00

Notes:

Start-up Cost Estimates— Physical Space

Rent or Mortgage Payments

If you are renting your business space, list out how much it costs per month. List out a deposit, if there is one. If you don't have rent but have a monthly mortgage payment to purchase the space, put down that cost. .

Rent cost	Cost
Deposit	$
First month's rent (or monthly mortgage payment)	$
TOTAL COSTS	$ $ 0.00

Utilities

List start-up fees and utility costs for your first month. These might include phone, electricity, water, internet, and garbage. If you are running the business out of your home, some of these costs may not apply or should be split between personal and business expenses.

Utility type	Start-up fee	First month estimate
	$	$ 0.00
	$	$ 0.00
	$	$ 0.00
	$	$ 0.00
	$	$ 0.00
	$	$ 0.00
TOTAL COSTS	$ 0.00	$ 0.00

Total Start-up Fees

$ 0.00

+

Total First Month Estimates

$ 0.00

$ $ 0.00 = **TOTAL UTILITIES**

Start-up Cost Estimates— Advertising

Advertising and Marketing

Lists costs for any advertising or marketing you will do for your business opening.

Activity/Promotional Material	Supplier (where you will get it)	Cost
		$
		$
		$
		$
		$
		$
	TOTAL COSTS	$ $ 0.00

Signs

List costs for signs inside and outside your business location. Where will you put your signs? How many will you need? What size should they be?

Sign type	Supplier (where you will get it)	Cost
		$
		$
		$
		$
	TOTAL COSTS	$ $ 0.00

Notes:

Start-up Cost Estimates— Business Management

Business Licenses, Registrations, Permits

List any business licenses, registrations, or permits you need to operate your business.

License/Registration/Permit	Where you will get it	Cost
		$
		$
		$
		$
		$
		$
		$
		$
	TOTAL COSTS	$ $ 0.00

Legal and Accounting Fees

List any legal or accounting fees for your business start-up activities. These might include costs for an accountant to help you set up a bookkeeping system or payment to a lawyer to get advice about your business structure.

Legal/Accounting Service	Where you will get it	Cost
		$
		$
		$
		$
	TOTAL COSTS	$ $ 0.00

Start-up Cost Estimates— Business Management

Insurance

List 6 month premium costs for each type of insurance you need for your business. If you need any separate policies, list those.

Insurance Policy	Provider	6 month premium
		$
		$
		$
		$
		$
		$
		$
	TOTAL COSTS	$ $ 0.00

Notes:

Start-up Cost Estimates— Other Expenses

Other Expenses

List anything else you need to purchase that was not included in the other categories.

Expense	Supplier (where you will get it)	Cost
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
	TOTAL COSTS	$ $ 0.00

Notes:

Total Start-up Costs Estimate

Add together the total costs from each of the previous sections. Remember, depending on what type of business you are starting you might not have total costs for each category.

	Where to find this value	Total Costs
Materials and Supplies	pg. 2	+ $ 0.00
Inventory	pg. 3	+ $ 0.00
Equipment	pg. 4	+ $ 0.00
General Supplies	pg. 5	+ $ 0.00
Furniture, Displays, Shelving	pg. 6	+ $ 0.00
Remodeling	pg. 7	+ $ 0.00
Rent or Mortgage Payments	pg. 8	+ $ 0.00
Utilities	pg. 8	+ $ 0.00
Advertising and Marketing	pg. 9	+ $ 0.00
Signs	pg. 9	+ $ 0.00
Business Licenses, Registrations, Permits	pg. 10	+ $ 0.00
Legal and Accounting Fees	pg. 10	+ $ 0.00
Insurance	pg. 11	+ $ 0.00
Other Expenses	pg. 12	+ $ 0.00
Total Start-up Costs Estimate		= $ 0.00