

Business Start-Up Timeline

Courtesy of the Wisconsin Department of Commerce (<http://commerce.wi.gov>)

9-12 Months Prior to Start-up

- Determine time required to obtain state and local business permits.
- Visit with others in your network: attorneys, bankers, CPAs, consultants, competition.
- Check out community amenities (real estate, schools, etc.).
- Decide on a business location. Contact the City Hall, or Link to WEDC on the City Web Page
- Check zoning ordinances with the City:

Planner, Building Inspector / Zoning Administrator: Brian Duvalle
Phone: 608-768-3354 or Cell 608-415-0855
Fax: 608-524-8458
Email: bduvalle@ci.reedsburg.wi.us
Office Hours: Monday through 7:30 a.m. to 4:00 p.m.

- Obtain licenses (city, county, state).
- Prepare preliminary business plan and budget.
- Interview bankers.
- Subscribe to local papers.
- Determine when phone book is printed, and arrange for a business listing.
- Join your local Chamber of Commerce.

6-9 Months Prior to Start-up

- Prepare leasehold improvement plan.
- Determine office and plant layout and design.
- Choose advisors: attorney, CPA, consultant, insurance agents, and brokers.
- Review leases and contracts with attorney and advisors.
- Obtain bids on major business equipment.

4-6 Months Prior to Start-up

- Decide on form of business organization (sole proprietor, corporation, LLC, etc.).
- Determine business hours.
- Prepare final budget and review with banker.
- Order business systems: receivables, check disbursements, payroll.
- Order sign for office.
- Purchase office equipment and furniture.
- Arrange delivery of equipment.
- Prepare advertisements.

0-4 Months Prior to Start-up

- Make sure business filings and license applications are complete.
- Arrange for insurance.
- Arrange for telephone service installation.
- Open checking accounts.
- Sign up for credit card systems at local bank.
- Arrange for business announcement ads in local papers.
- Order office-opening announcements.
- Arrange to give talks to community groups.
- Consider membership in civic and church organizations.
- Arrange for movers.



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- ___ Contact Department of Workforce Development on employer/employee requirements.
- ___ Prepare job descriptions for employees.
- ___ Write policy manual for office employees.
- ___ Check local resources for personnel.
- ___ Begin screening process for new personnel.
- ___ Contact IRS for booklets and apply for Federal Employer ID Number.
- ___ Contact the Department of Revenue for seller's permit, tax forms and employer's requirements.
- ___ Obtain payroll withholding booklets from tax authorities.
- ___ Review tax requirements with your accountant.
- ___ Arrange for waste removal, janitorial service, laundry service, grass mowing.
- ___ Order supplies: appointment cards, business cards, stationery, deposit stamp for checks, telephone message pads.
- ___ Interview and select collection agency.
- ___ Determine pricing schedule.
- ___ Order publications.
- ___ Start setting up office.
- ___ Schedule utilities to be turned on (Xcel Energy).
- ___ Hire and train office personnel.
- ___ Establish petty cash fund.

After Start-up

- ___ Contact the City of Reedsburg - Economic Development to setup a file and add you to our contact list. We will provide you business any new resources, regulations or financial incentives you qualify for can be directed to you.
- ___ You should contact the Chamber for a Ribbon Cutting Ceremony:

Reedsburg Area Chamber of Commerce
240 Railroad Street
P.O. Box 142
Reedsburg, WI 53959

Phone: 608 / 524-2850 or 800 / 844-3507
Fax: 608-524-5392
E-mail: reedsbrg@rucls.net
Web Site: reedsburg.org