



*The legal administration experts*

## CHECKLIST FOR STARTUP FIRMS

- Structure
- Business Name
- Bankers
- Premises
- Insurances
- Computer System
- Utilities
- Furniture and Fittings
- Staffing
- Accounting package
- Document Management System
- Precedents
- Letterhead, Business cards
- Phone System
- Equipment
- Brochures & Flyers
- Website
- Stationery & supplies