起業のための準備チェックシート

準備出来た項目にチェックを入れましょう

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| |  |  | | --- | --- | | 会社設立の準備 | | |  | 会社の登記 | |  | 印鑑・社判の制作 | |  | 事務所・店舗の所在地決定 | |  | 従業員の確保と教育体制 | |  | 事業計画の策定 | |  | 資金、会員数、売上等の試算 | |  |  | | 銀行・口座の準備 | | |  | 取引銀行の決定 | |  | 事業用銀行口座の開設 | |  | インターネットバンキング等への登録 | |  | 銀行印の制作 | |  |  | | インフラ整備 | | |  | OA機器・設備の購入 | |  | 通信回線の契約 | |  | プロバイダ申し込み | |  | ドメイン取得 | |  | ホームページ作成 | |  |  | | 商品・プラン | | |  | 取扱商品の選定 | |  | 商品の外箱等包装資材の準備 | |  | 販売価格の決定 | |  | マーケティングプランの策定 | |  |  | | |  |  | | --- | --- | | 決済手順 | | |  | 振込（銀行、ゆうちょ） | |  | 代金引換（現金、カード） | |  | 口座振替 | |  | クレジットカード決済 | |  |  | | 各種印刷物・販促ツールの準備 | | |  | 概要書面 | |  | 契約書面 | |  | 会員登録申請書 | |  | 口座振替依頼書 | |  | 商品パンフレット | |  | ビジネスガイド | |  | 名刺 | |  | 封筒 | |  | ロゴマーク | |  |  | | 出荷 | | |  | 商品保管倉庫の確保・契約締結 | |  | 商品の入庫 | |  | 出荷形態の決定 | |  | 運送会社との契約締結 | |  |  | | その他 | | |  |  | |  |  | |  |  | |