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 |
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| 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 |
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