

Coffee Cart Startup Schedule and Checklist

Here is a sample of what a startup schedule and checklist could look like:

- _____ Research and register your business name.
- _____ Research and obtain your Internet domain name.
- _____ Set up bank account.
- _____ Complete rental agreement—if applicable.
- _____ Obtain License and Vendors Permit.
- _____ Finalize arrangements for electrical service.
- _____ Finalize arrangements for water service.
- _____ Date you need to pay for your used coffee cart.
- _____ Date you will take delivery of your coffee cart.
- _____ Delivery location for your coffee cart (for refurbishing).
- _____ Date refurbishment of your coffee machine is to be completed.
- _____ Date supplies need to be ordered.
- _____ Set up coffee account with vendor.
- _____ Date of 1st delivery
- _____ Date insurance takes effect.
- _____ Flyers (with coupons) printed.
- _____ Date additional coupons needed.
- _____ Business cards printed.
- _____ Date web site to be completed.
- _____ Date to quit regular job.
- _____ First day of startup, or launch day.
- _____ (add action items as required)
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This startup planning template can be used for any business, just modify the action item descriptions to suit your own business.