

**Start-Up Costs** (one-time or initial costs)

**Facility:**

- 1. Building Purchase 1. \_\_\_\_\_
- 2. Lease Deposit 2. \_\_\_\_\_
- 3. Leasehold Improvements 3. \_\_\_\_\_
- 4. Furniture and Fixtures 4. \_\_\_\_\_
- 5. Installation of Equipment, Furniture & Fixtures 5. \_\_\_\_\_
- 6. Sign 6. \_\_\_\_\_
- 7. Other Facility Costs 7. \_\_\_\_\_

**Utilities** (Please specify if fee or deposit)

- 1. Electricity (extra wiring, installation fee, deposit) 1. \_\_\_\_\_
- 2. Telephone (installation fee, fax line, "800" line & fee) 2. \_\_\_\_\_
- 3. Water (extra plumbing, installation fee, deposit) 3. \_\_\_\_\_
- 4. Other 4. \_\_\_\_\_

**Insurance** (Include all prepayments or initial policy fees)

- 1. Liability 1. \_\_\_\_\_
- 2. Fire 2. \_\_\_\_\_
- 3. "Slip and fall" 3. \_\_\_\_\_
- 4. Auto 4. \_\_\_\_\_
- 5. Other 5. \_\_\_\_\_

**Equipment:**

- 1. Vehicle 1. \_\_\_\_\_
- 2. Vehicle Modifications (painting, magnetic sign, etc.) 2. \_\_\_\_\_
- 3. Production Equipment 3. \_\_\_\_\_
- 4. Office Equipment (computer, fax, calculators, phones, etc.) 4. \_\_\_\_\_
- 5. Other 5. \_\_\_\_\_

**Land:**

- 1. Purchase 1. \_\_\_\_\_
- 2. Modifications 2. \_\_\_\_\_

**Advertising** (grand opening)

- 1. Telephone Directory 1. \_\_\_\_\_
- 2. Newspaper 2. \_\_\_\_\_
- 3. Magazine 3. \_\_\_\_\_
- 4. Billboard 4. \_\_\_\_\_
- 5. Television (local and cable) 5. \_\_\_\_\_
- 6. Radio 6. \_\_\_\_\_
- 7. Specialty (trinkets and trash) 7. \_\_\_\_\_
- 8. Other 8. \_\_\_\_\_

**Legal and Professional Fees:**

- 1. Attorney 1. \_\_\_\_\_
- 2. CPA 2. \_\_\_\_\_
- 3. Consultant 3. \_\_\_\_\_
- 4. Other 4. \_\_\_\_\_

**Licenses and Permits:**

- 1. Occupational Licenses 1. \_\_\_\_\_
- 2. Articles of Incorporation 2. \_\_\_\_\_
- 3. Liquor 3. \_\_\_\_\_
- 4. Firearm 4. \_\_\_\_\_
- 5. Other 5. \_\_\_\_\_

**Initial Inventory:**

**Working Capital** (3 to 6 months of fixed costs estimated below) \_\_\_\_\_

**Total Start-Up Costs:** \_\_\_\_\_

## Monthly Fixed Costs

The following represent monthly costs that will remain relatively constant regardless of sales levels.

These estimates should be as accurate as possible. Any and all financial analysis will be based on these estimates.

**Monthly Fixed Costs:** (occur every month regardless of sales levels)

1. Rent	1. _____
2. Loan Payment	2. _____
3. Insurance	3. _____
4. Advertising	4. _____
5. Phone	5. _____
6. Electricity	6. _____
7. Water	7. _____
8. Garbage Disposal	8. _____
9. Office Supplies	9. _____
10. Repairs and Maintenance	10. _____
11. Legal and Professional Fees	11. _____
12. Payroll	12. _____
13. Payroll Expense	13. _____
14. Workman's Compensation	14. _____
15. Owner's Withdrawal	15. _____
16. Car, delivery, travel, fuel	16. _____
17. Postage and Freight	17. _____
18. Dues and Subscriptions	18. _____
19. Miscellaneous	19. _____

**Total Monthly Fixed Costs:**