

# Startup Costs Worksheet

Use this worksheet to help you figure out the startup costs required for your business. Categories for both one-time and ongoing expenses are there as a guideline; feel free to change them to suit your business. Total capital required is the overall expected amount to start your business.

One-Time Expenses	Estimated	Actual
Security Deposit and First Month's Rent		
Improvement Costs		
Office Equipment		
Office Supplies		
Inventory		
Licenses and Permits		
Research Expenses		
Legal Fees		
Technology and Software		

**Total One-Time Expenses:**

Recurring Expenses	Estimated	Actual
Rent		
Vehicle/Equipment Lease		
Property Taxes		
Payroll		
Employee Benefits		
Payroll Taxes		
Professional Fees (e.g. CPA, Legal, Consultants)		
Operating Supplies		
Advertising and Marketing		
Organization Dues		
Insurance		
Maintenance and Repairs		
Six- to 12-Month Cushion		

**Total Recurring Expenses:**

**Total Capital Required:**