

START UP COSTS

Company Name: _____ **Date:** _____

It does not require a large financial investment to get your new cleaning business up and running. However, when you are first thinking of starting your cleaning business it's a good idea to consider the start-up costs so that you know the amount of cash or financing you need to get your business started.

Expense	Startup Amount	Description
Advertising		Promoting your cleaning business
Automobile or Truck		Do you need to buy a vehicle?
Cash		Cash to have on hand
Cleaning Equipment		Mop buckets, vacuums, buffers, etc.
Cleaning Supplies		Chemicals, microfibers, mops, brooms, etc.
Computer		Computer for recordkeeping
Dues and Subscriptions		Membership dues, trade magazine subscriptions
Insurance		Liability, bond, auto, workers comp.
Lease Payments		Equipment or vehicle leases
License & Permits		Check with your city/state
Loan Payments		Equipment or vehicle loan payments
Miscellaneous		Any other expenses that might come up
Office Equipment		Fax, copier, adding machine, chair, etc.
Office Supplies		Paper, pens, envelopes, etc.
Printing		Business cards, letterhead, postage
Professional Fees		Accountant, Attorney or other fees
Rent		Office rent
Signage		Signs, vehicle lettering
Software (computer)		Accounting programs, etc.
Telephone		New phone lines, any/or cell phone
Unanticipated Expenses		Include an amount for the unexpected
Uniform		
Other:		
Other:		
Other:		
Total Start-Up Costs:		