

ACTION STEP 1

Identifying Products, Services, & Start-Up Cost

1. Write out a detailed description of the products or services you will offer
For products-include the charges/selling price
For services: include the charge
Please use a separate piece of paper for this Action Step 1.

An Example of Identifying Your Products:

Business: *The Coffee Beanery*

Products:

Café Latte-Tall-\$2.95 (Small)

Café Latte-Grande-\$3.65 (Medium)

Café Latte-Venti-\$4.15 (Large)

Freshly Brewed Coffee-Tall-\$1.85

Freshly Brewed Coffee-Grande-\$2.10

An Example of Identifying Your Services:

Business: *Alaska B&B*

Services:

Standard Room for 2 - \$67.00 per night (Winter Rate)

\$125.00 per night (Summer Rate)

Queen Room for 2 - \$75.00 per night (Winter Rate)

\$145.00 per night (Summer Rate)

ACTION STEP 2

What do I need to start my business (start-up costs)?

- What do I need?
- What do I already have?

Here are examples of items listed on Page 3.

2. Please write-in the items you will need on Page 3 and 4.

Item	Use of Funds	Need/Cost	Have/Cost
Start-up Licenses/Permits			
State of Alaska Business License	Required/State of Alaska		\$50.00
Bonding/Insurance	Required		
Start-up Supplies			
Business Cards/Stationary	Marketing	\$20.00	
Office Supplies			
Laptop	Invoices, Emails		\$700.00
Filing Cabinet	To store business forms		
Cleaning Supplies	Clean offices		
Total Supplies			
Start-up Stock/Equipment			
Products/Materials/Equipment			
Tools			Some-\$400.00
Pots/Pans	To cook breakfast		
Hunting Gear			
Stove			
Total Product Materials			
Start-up Services			
Rent - 6 months			
Sign/Displays	Marketing		
Credit Card Setup Fees	To start-up PayPal/Square		
Phone + Cell Hookup	Business Phone	3 months	\$68/month

Item	Use of Funds	Need/Cost	Have/Cost
Utility Hookup			
Total Start-up Services			
Start-up Licenses/Permits			
Start-up Supplies			

Item	Use of Funds	Need/Cost	Have/Cost
Total Supplies			
Start-up Stock/Equipment			
Products/Materials/Equipment			
Total Stock/Equipment			
Start-up Services			
Start-up Services			
Total Start-up			