



Starting A Business - Resource

1. Register for a Limited Liability Company [\[LARA\]](#) or other [business structure](#)
2. [EIN \(Employment Identification Number\)](#)
3. [Business Plan](#)
4. [List of Assets](#) (all equipment owned by business)
 - Item
 - Date purchased
 - Purchase Price
 - [Estimated Current Value](#)
 - [Serial](#), [Product](#) or [VIN](#) number
5. [FREE Business checking account](#)
 - RPC partner institutions:
 - [United Bank of Michigan](#)
 - [Flagstar Bank](#)
 - [Michigan State University Federal Credit Union](#)
 - [Fifth Third Bank](#)
 - [Huntington Bank](#)
 - [Mercantile Bank of Michigan](#)
 - [PNC Bank](#)
6. [Budget \(both personal and business\) free templates on GOOGLE](#)
7. [Processes](#) and [procedures](#) on
 - [Recording financial transactions](#) (debit, credit) keep all receipts
 - Use of Equipment
 - Others as deemed necessary
8. [Commercial Insurance Quote](#) for both (rental space, liability, and equipment)
 - ***Go to a [commercial broker](#) to shop the market like....
 - [Lighthouse Insurance Group](#)
 - [Koop & Burr](#)
 - [Oliver Van Dyk](#)
 - [Meyering Insurance](#)
 - [Ottawa Kent](#)
 - [BHS Insurance](#)
 - [Anchor Insurance Group](#)
 - [Michigan Insurance and Financial Services](#)
 - [West Michigan Insurance](#)
 - [Michigan Insurance Brokers, Inc.](#)
 - [Compass Insurance Agency](#)
 - [Ron Jackson Insurance](#)
 - [Platinum Insurance Group](#)
 - [Shoreline Insurance Agency](#)



[Lloyds of London](#)

*****The above listings are not recommendations nor endorsements. The above serve as examples of Commercial Insurance Brokers in West Michigan and beyond.

9. Establish a basic contract or Memorandum of Understanding document to use with customers (make it a simple one-page agreement) ***Free templates are on GOOGLE
10. Meeting with the following to have on "standby" (gather information only)
-always use specialists.

Commercial/Corporate/Business Attorney

- [Miller Johnson](#)
- [Warner, Norcross, & Judd](#)
- [Smith Haughey Rice & Roegge](#)
- [Varnum Law](#)
- [Barnes & Thornburg](#)
- [Dickinson Wright](#)
- [Cunningham Dalman](#)
- [Skadden](#)
- [Akerman LLP](#)
- [Alston & Bird](#)
- [DLA Piper](#)

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Commercial Accounting Firm

- [Rehmann](#)
- [Strategic CPA](#)
- [BDO](#)
- [Plante Moran](#)
- [Beene Garter](#)
- [Vander Ploeg, Bergakker & Associates](#)
- [Deloitte](#)
- [Ernst & Young](#)
- [KPMG](#)
- [RSM](#)
- [Grant Thornton](#)

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11. Establish your [Employee Code of Conduct Manual](#) ****There are many FREE examples on [GOOGLE](#) just ensure that you are using up to date [Michigan laws](#).
12. **Employer information, Programs & Employment forms:**
- [New Employment Reporting Form State of Michigan \(online\)](#)
 - [Federal I-9 Form](#)
 - [Federal W-4](#)
 - [State W-4](#)

 - [State Labor Law Posters](#)

 - [Family Medical Leave Act](#)

 - [Migrant and Seasonal Agricultural Worker Protection Act \(MSPA\)](#)

 - [MIOSHA Health & Safety](#)

 - [Michigan Wage & Hour](#)

 - [National Labor Relations Act](#)

 - [Unemployment Insurance](#)

 - [Worker's Compensation](#)

 - [American Disability Act \[ADA\]](#)

 - [Department of Labor Posters](#)

 - [Employee Polygraph Protection Act](#)

 - [Equal Employment Opportunity](#)

 - [Michigan Employment Security Act Notice to Employees](#)

 - [Michigan Safety and Health Protection on the Job - Michigan Right to Know](#)

 - Michigan Whistleblowers Protection Act Poster [Obtain a copy](#) of Public Act 469 of 1980

 - [Minimum Wage \(Federal\)](#)

 - [Minimum Wage Law \(State\)](#)

 - SDS Location Poster and SDS New and Revised Poster - Required for businesses that have hazardous chemicals. Contact the Department of Labor and Economic Opportunity, Michigan Occupational Safety and Health Administration, Consultation



Education and Training Division, PO Box 30643, Lansing, MI
48909-8143, telephone: (517) 284-7720, website:
www.michigan.gov/documents/dleg/wsh_cet2105_219990_7.pdf
and
www.michigan.gov/documents/dleg/wsh_cet2106_219991_7.pdf

- [Uniformed Services Employment and Reemployment Rights Act](#)
- [Occupational Safety & Health Administration](#)
- [Hazard Communication Quick Card Data Sheets](#)
- [MSDS Online \[free material safety data sheets\]](#)
- [Injury, Illness Record Keeping OSHA 300 Logs \[Department of Labor\]](#)
- [IFTA](#) [International Fuel Tax]
- [Trucking Safety & Hours \[Interstate Motor Carrier Safety Administration\]](#)
- [Verizon Connect](#) [Electronic Trucking Driving Logs]
- [Federal Motor Carrier Safety Administration](#)
- [Operators Qualification](#) [Pipeline & Hazardous Materials Safety Administration]
- [Industrial Training Services](#)
- [MEA Energy Association](#)
- [Gold Shovel Standard](#)
- [Energy Worldnet](#)
- [ISO 9000 Family](#)
- [HAZWOPER](#)
- [OSHA 10 Hour Training](#)
- [OSHA 30 hour Training](#)
- [Six Sigma Training](#)



- [Lien Management](#)
- [RFID Software for Retailers](#)
- [Global trade item number \(GTIN\)](#)
- [Universal Product Code](#)
- [European Article Number](#)
- [Japan Article Number \[International Article Number\]](#)
- [Amazon Standard Identification Number](#)
- [Everything You Wanted to Know About SKUs](#)
- [Color & Size Codes](#)
- [Employer Drug Testing Programs](#)
- [Substance Abuse Policy](#)
- [SHRM Employment Handbook Builder](#)
- [Distracted Driving Policy](#)
- [SHRM Anti Harassment Policy](#) , Complaint Procedure [also inner workplace relationship policy]
- [Background Check Authorization Form](#)
- [Credit Check Authorization Form](#)
- [Non Discrimination Policy](#)
- [Anti Racism Actions](#)
- [Driver's Record Report for Michigan \[MVR\]](#)
- [Driving Record Subscription Service](#)
- [MVR Online \[Motor Vehicle Report\]](#)
- [Faire Wholesale](#)
- [Abound Wholesale](#)



- ❑ [Tundra](#)
- ❑ [Wholesale Central](#)
- ❑ [Onoxa](#) [white label products]
- ❑ [Vendasta](#) [guide to white labeling]
- ❑ [Bulk Apothecary](#) [wholesale white label]
- ❑ [White Label MFG](#)
- ❑ [Intrepid Sourcing](#)
- ❑ [UCHINA white label manufacturing](#)
- ❑ [Custom Boxes & Packaging](#)
- ❑ [Packlane](#)
- ❑ [Pakfactory](#)
- ❑ [Belmark](#)
- ❑ [DUKE](#) [private label foods]
- ❑ [Private Label Foods](#)
- ❑ [LiDestri](#) [private label foods]
- ❑ [SK Food Group](#) [private label foods]
- ❑ [Hinkle Fine Foods](#) [private label]
- ❑ [Food Science Corp](#)
- ❑ [Power Brands](#) [private label bottling company]
- ❑ [Newport Bottling & Packing](#) [private label bottling]
- ❑ [Michigan Craft Beverage Council](#)
- ❑ [Private Label Beverages](#)
- ❑ [Crafted Spirits](#)



- [Citrus Distillers](#)
- [Michigan Minority Supplier Development Council](#)
- [Detroit MBDA Business Center](#)

Accounting Software

- [Quickbooks Online](#)
- [WAVE](#)
- [Xero](#)
- [Fresh Books](#)
- [Sage](#)
- [Explorer](#) [construction accounting software]
- [Gusto](#)
- [Capterra](#) [construction accounting software]
- [Free Agent](#)
- [Stampli](#)
- [Pabbly](#)
- [Zoho](#)
- [Godaddy Bookkeeping](#)
- [Onpay](#)
- [Zipbooks](#)
- [Kashoo](#)

Procurement Software

- [Procurify](#)
- [Coupa](#)
- [Software One](#)
- [Vendorful](#)
- [Bellwether](#)
- [Fraxion](#)
- [Approve](#)
- [Planergy](#)

Post

- [United States Postal Service](#) [online version]
- [Stamps.com](#)
- [Shippo](#)
- [Easyship](#)
- [Easypost](#)
- [Pirate Ship](#)
- [FedEx Ship Manager](#)



- [Ship Hero](#)
- [Sendle](#)
- [UPS](#)
- [Inxeption](#)
- [ShipBob](#)
- [Freight Center](#)
- [Ship monk](#) [fulfillment]
- [Shipstation](#)
- [DHL](#)
- [Uber Freight](#)
- [ShipAFreight](#)
- [Eagle Bulk](#)
- [Coyote Logistics](#)
- [Parcel Monkey](#)

A. Ensuring that you are registered and paying [sales and use tax](#) if required)

B. Ensure federal and state employment [tax holdings](#)

C. Supply Chain Software

- [EPICOR](#)
- [Oracle](#)
- [Blue Yonder](#)
- [Coupa](#)
- [Basware](#)
- [E2 Open](#)
- [Korber](#)
- [IFS](#)
- [GEP](#)

Important:

[On the assets owned by the business that were paid for personally ensure that you are either marking that as a loan to payback or personal investment in the business.](#)

Education Right Away:

1. [SCORE mentors](#) (go to score and acquire a mentor). These are retired business professionals that volunteer.



2. [Small Business Development Center at GVSU \(SBDC\)](#) – downtown GR campus.
 - ✓ Ask for a meeting with [Jamaal Ewing](#)
 - ✓ Ask for free online education on business finances/taxes
 - ✓ Have them run a [market analysis](#) on their [industry](#) within GR region
3. Attend [Rende Progress Capital's](#) seminar series
4. Reach out to [SpringGR](#) and ask to interview for their next class – contact them asap (they are in the [Goei Center](#)).
5. Reach out to [Jamiel Robinson](#) of the [Grand Rapids Area Black Businesses \(GRABB\)](#) or [West Michigan Hispanic Chamber of Commerce](#) to introduce yourself and ask for a meeting.
6. Develop a [PITCH DECK](#) – Google examples
7. Introduce yourselves to [Jorge Gonzales](#) and/or [Darrel Ross](#) at [Start Garden](#).
8. Go and present at ["Pitch Competitions"](#)
 - ✓ [Start Garden 5 x 5](#)
 - ✓ Many [others](#) in the state of Michigan where you can win a lot of money

Other Resources:

- [Rende Progress Capital](#)
- [Emprende](#)
- [Start Garden](#)
- [Grand Rapids Area Chamber of Commerce](#)
- [Grand Rapids Black Wall Street](#)
- [Kalamazoo Black Wall Street](#)
- [Muskegon Black Wall Street](#)
- [Lansing Black Wall Street](#)
- [Minority Owned Business & Professional Services Directory](#)
- [Mosaic Money](#)
- [SCORE Mentors](#)
- [Grand Rapids Opportunity for Michigan \(GROW\)](#)
- [Michigan Women Forward](#)
- [Devos Entrepreneur Lab at GVSU](#)
- [West Michigan Hispanic Chamber of Commerce](#)
- [Southwest Michigan Regional Chamber of Commerce](#)
- [Kentwood/ Wyoming Chamber of Commerce \[South Kent\]](#)
- [West Coast Chamber of Commerce](#)
- [Greater Muskegon Economic Development](#)
- [Muskegon Lakeshore Chamber of Commerce](#)
- [Lakeshore Advantage](#)
- [Surge](#)
- [The Right Place](#)
- [Lansing Regional Chamber of Commerce](#)
- [National Black Chamber of Commerce](#)
- [National Black MBA](#)



- [Asian Pacific American Chamber of Commerce](#)
- [U.S. Minority Chamber of Commerce](#)
- [West Michigan Asian American Association](#)
- [U.S. Hispanic Chamber of Commerce](#)
- [Michigan Hispanic Chamber of Commerce](#)
- [Native American Enterprise Initiative](#)
- [Native American Business Association](#)
- [Native American-owned Businesses \[SBA\]](#)
- [Native American Business Development](#)
- [American Indian Enterprise & Business Council](#)
- [Native Business Magazine](#)
- [MPWRD Magazine](#)
- [Grand Rapids Business Journal](#)
- [Michigan Economic Development Corporation \[business partnership\]](#)
- [Doing Business in Michigan by USA.GOV](#)
- [Small Business Administration \[Detroit District office\]](#)
- [miplace](#)
- [Small Business Administration of Michigan](#)
- [Northern Lakes Economic Alliance](#)
- [Detroit Chamber of Commerce](#)
- [GS1 U.S. Barcodes](#)
- [Detroit Economic Growth Corporation](#)
- [Downtown Detroit Partnership](#)
- [Procurement Technical Assistance](#)
- [MITN Purchasing Group](#)
- [Bid 4 Michigan](#)
- [Pure Michigan Business Connect](#)
- [Michigan Public Purchasing Officers Association](#)
- [Vet Biz Central](#)
- [Great Lakes Women's Business Council](#)
- [Michigan Minority Supplier Diversity Council](#)
- [National Minority Supplier Diversity Council](#)
- [MSU Business Connect](#)
- [MSU Innovation Center](#)
- [Michigan Works Association](#)
- [Lansing Schools Procurement](#)
- [SPARK Innovation](#)
- [MicroEnterprise Network Michigan](#)
- [Contract Opportunities](#)
- [Motor City Connect](#)
- [Automation Alley](#)
- [Prima Civitas](#)



- [Detroit Economic Club](#)
- [The Grand Rapids Economic Club](#)
- [Kalamazoo Junior Chamber \[Jaycees\]](#)
- [JCI Michigan \[Junior Chamber/ Jaycees\]](#)
- [Van Andel Global Trade Center](#)
- [Grand Angels](#)
- New Community Transformation Fund LP
- [Mi Biz](#)
- [Michigan Association for Female Entrepreneurs](#)
- [Michigan Angel Fund](#)
- [Michigan Angel Community](#)
- [Alumni Ventures Group](#)
- [Endeavor Detroit](#)
- [Ann Arbor Angels](#)
- [Kick Starter](#)
- [Indiegogo](#)
- [Causes](#)

Web Domain/ Hosting:

- [Godaddy](#)
- [Blue Host](#)
- [Dream Host](#)
- [Hostinger](#)
- [Hostgator](#)
- [GreenGeeks](#)
- [WP Engine](#)

Domain Name Web Search/ Generator:

- [Square Space](#)
- [Shopify](#)
- [Business Name Generator](#)
- [Name Mesh](#)

Certifications:

- [US Patent & Trademark Office](#)
- [Register your business \[SBA\]](#)
- [Project Management Certification](#)
- [Business Analysis Certification](#)
- [Certified Supply Chain Professional](#)
- [WOSB Certification](#) [woman owned business]
- [WBE Certification](#) [woman owned business enterprise]



- [WBENC](#) [woman owned business enterprise national council]
- [DBE](#) [disadvantaged business enterprise]
- [MBE](#) [minority business enterprise]
- [VOSB](#) [veteran owned small business]
- [B Corporation](#)
- [8 \(a\) Business Development](#)
- [HUBZone](#)
- [LEED Certification](#)
- [certify SBA.gov](#)
- [Diverse Business Certification](#)

Human Resources Software:

- [ClearCompany](#)
- [Zenefits](#)
- [Rippling](#)
- [iSolved](#)
- [Uzio](#)

Employee Expense Reporting/ Tracking Software:

- [emburse certify](#)
- [Fyle](#)
- [Paramount](#)
- [Travel Bank](#)

Employee Time Tracking Software:

- [connecteam](#)
- [Timecamp](#)
- [Toggl](#)
- [Timely](#)
- [ProofHub](#)

Freelancer/ Sub Contractors/ Creative Services:

- [Fiverr](#)
- [Upwork](#)
- [Freelancer](#)
- [Insolvo](#)
- [99designs](#)
- [Solid Gigs](#)
- [PeoplePerHour](#)
- [Guru](#)



- [FreeUp](#)
- [Truelancer](#)
- [Toptal](#)
- [GigBucks](#)

9. Build out an [operations plan](#)
10. Develop a [non-compete/non-disclosure](#) employee form
11. Establish [vacation policy](#)
12. Establish [procedures](#) to OPEN and CLOSE the business every day.
13. Create an [Excel Spreadsheet](#) that will be your **CUSTOMER RELATIONSHIP MANAGER (CRM)**. In the CRM list:
 - ✓ Customer Name
 - ✓ Business
 - ✓ Contact Information
 - ✓ Meeting Dates
 - ✓ Notes from Meetings
 - ✓ *****LIST [PROSPECTIVE CUSTOMERS](#) TOO.
 - [Hubspot](#)
 - [Salesforce](#)
 - [Keap](#)
 - [Zendesk](#)
 - [Netsuite](#)
 - [Moxtra](#)
 - [Pipedrive](#)
 - [Fresh Works](#)
14. Develop a **Marketing and Sales Plan** – there are many FREE templates on [GOOGLE](#).

15. Project Management Resources:

- [Asana](#)
- [Click Up](#)
- [Kiss Flow Project Management](#)
- [Monday.com](#)
- [Team Work](#)
- [Freedcamp](#)

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