



QUICK & EASY TO DO LIST

Business Name: Day: Month:

No	To Do List	Yes	No
1	Check companies house & Trademark register: This is the first step in Business organisation, you want to ensure that your business/brand name is yours to work with.		
2	Register your business name: In order to protect yourself get your business registered (and or trademarked). This will give you the ability to start trading/offering your service once you're up and running.		
3	Purchase a domain name: It's important to own your domain name as your business and brand grows you want to have full control over its useage.		
4	Setup business email accounts: This can usually be done via your domain provider, takes a few minutes and makes all the difference. here is nothing more unprofessional than a client contacting you and the email address is "business.name@gmail.com".		
5	Coordinate social media handles: Make sure you use a name that is the same across all social media platforms you will use. (An extra step is to created a handle on platforms you won't use so someone else can't) This ensure uniformity and provides another level of professionalism.		
6	Book a consultation with AyoElizabeth LTD: Let's get your business up and running, your brand vision materialised so we can start to see some progression.		