



LENISE WILLIAMS
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START-UP LEGAL CHECKLIST

_____ Incorporate Business with the Secretary of State's office in your state

_____ Obtain an EIN (Tax Identification Number)

_____ Open bank account

_____ Ensure proper license(s) are in place (check with your county government office)

_____ Get proper contracts and agreements drafted or reviewed by attorney

(common agreements: NonDisclosure Agreement, Employment Agreement, Partnership Agreement, Contract Employee Agreement, Vendor Agreement, Client Agreement)

_____ File application to Trademark the business name & logo

_____ Copyright any original writing for which you would like protection

_____ Take/Create original pictures (or purchase stock images) for use on website