Checklist For Starting a Delivery Service

Market Research

- ◯ Identify target markets
- ◯ Analyze competition
- ◯ Understand customer needs
- ◯ Determine service areas
- ◯ Evaluate delivery models

Business Planning

- ◯ Develop a business plan
- ◯ Set pricing strategies
- ◯ Plan growth strategies
- ◯ Create financial projections
- ◯ Establish milestones

Legal and Regulatory

- ◯ Register your business
- ◯ Obtain necessary permits
- ◯ Secure insurance coverage
- ◯ Comply with transportation laws
- ◯ Protect customer data

Logistics Setup

- ◯ Select appropriate vehicles
- ◯ Invest in maintenance tools
- ◯ Implement routing software
- ◯ Optimize delivery routes
- ◯ Establish delivery protocols

Technology Integration

- ◯ Build or purchase software
- ◯ Implement tracking systems
- ◯ Use mobile apps for drivers
- ◯ Set up customer portals
- ◯ Integrate payment systems

Hiring and Training

- ◯ Recruit experienced drivers
- ◯ Conduct background checks
- ◯ Provide driver training
- ◯ Implement safety training
- ◯ Develop employee policies

Marketing

- ◯ Build a brand identity
- ◯ Develop a marketing plan
- ◯ Engage on social media
- ◯ Partner with local businesses
- ◯ Offer promotions and discounts

Operations Management

- ◯ Monitor daily operations
- ◯ Manage customer service
- ◯ Handle logistics issues
- ◯ Evaluate performance metrics
- ◯ Adapt to market changes

Go-to Resources for Starting a Delivery Service

Routing and Scheduling

- Onfleet
- Route4Me
- OptimoRoute

Fleet Management

- Fleetio
- Teletrac Navman
- Samsara

Business & Accounting Services

- ZenBusiness
- Northwest Registered Agent
- FreshBooks
- MyCorporation

Useful Tools

- QR Code Generator
- Lean Canvas Generator

*All of the resources are clickable links

step by step business