

Checklist For Starting a Freelance Business

Define Your Niche

- Identify your skills
- Research market demand
- Choose a profitable niche
- Analyze competition

Legal and Financial Setup

- Register your business
- Open a business bank account
- Set up accounting software
- Understand tax obligation

Brand and Online Presence

- Create a professional logo
- Build a portfolio website
- Optimize for SEO
- Set up social media profiles

Tools and Equipment

- Invest in necessary software
- Upgrade hardware as needed
- Organize a home office
- Ensure reliable internet service

Client Acquisition

- Network online and offline
- Utilize freelance platforms
- Develop pitch and proposals
- Offer introductory rates

Pricing and Contracts

- Set competitive rates
- Create service packages
- Draft clear contracts
- Establish payment terms

Project Management

- Use project management tools
- Track time and deliverables
- Maintain regular client communication
- Adapt and refine processes

Go-to Resources for Starting a Freelance Business

Freelance Platforms

- [Upwork](#)
- [Freelancer](#)
- [Fiverr](#)

Project Management

- [Asana](#)
- [Trello](#)
- [Monday.com](#)

Business & Accounting

- [ZenBusiness](#)
- [Northwest Registered Agent](#)
- [FreshBooks](#)
- [MyCorporation](#)

Useful Tools

- [Lean Canvas Generator](#)
- [QR Code Generator](#)

*All of the resources are clickable links