

Start-Up Budget

Start-Up Capital or Line of Credit

\$ _____

Equipment

Computer/Server and Backup System	\$ _____
Software	\$ _____
Printer	\$ _____
Fax (or use an eFax service)	\$ _____
Scanner	\$ _____
Shredder	\$ _____
Copier	\$ _____
Telephone (Cell/landline/mobile devices)	\$ _____
Calculator	\$ _____

Total Equipment

\$(_____)

Furnishings and Decor

Lawyer's desk	\$ _____
Lawyer's chair	\$ _____
Lawyer's chair mat	\$ _____
Client chairs (at least 2)	\$ _____
Lawyer's file cabinet	\$ _____
Credenza/computer table	\$ _____
Waste baskets (2)	\$ _____
Pictures and other decor	\$ _____
Reception area chairs	\$ _____
Coffee table	\$ _____
Conference Table	\$ _____
Conference Chairs (4-6)	\$ _____
Staff desk	\$ _____
Staff chair	\$ _____
Staff chair mat	\$ _____
Staff file cabinet	\$ _____

Total Furnishings and Decor

\$(_____)

Supplies

Paper, envelopes, ball-point pens, highlighter pens, pencils, stapler, staple remover, post-it notes and flags, two and three hole punch, copy stamp, date stamp, file folders, rubber bands, tape and tape dispenser, paper clips, phone message pads, legal pads \$ _____

Total Supplies

\$(_____)

Start-Up Budget

Library

Fastcase legal research online through OSB	FREE	
Supplemental online legal research	\$ _____	
BarBooks™ online through OSB	FREE	
Other CLE publications	\$ _____	

Total Library \$(_____)

Marketing and Printing

Stationery/Business cards	\$ _____	
Announcements	\$ _____	
Print Advertising	\$ _____	
Radio or TV Advertising	\$ _____	
Internet Advertising (Web site, blog, social media)	\$ _____	
Other	\$ _____	

Total Marketing and Printing \$(_____)

Miscellaneous

Business entity formation fees	\$ _____	
Business sign(s)	\$ _____	
Business license	\$ _____	
Bar dues	\$ _____	
Mandatory professional liability coverage	\$ _____	
Excess professional liability coverage	\$ _____	
Bond (for staff)	\$ _____	
Business insurance (including liability, fire/casualty, disability/overhead/business interruption, premises liability, and valuable papers)	\$ _____	

Total Miscellaneous \$(_____)

Balance \$ _____

Notes:

IMPORTANT NOTICES

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