

The Upflip Print Shop Business Checklist will cover the following sections:

1. Create a Plan Checklist
2. Name Your Print Shop Business Checklist
3. Form the Print Shop Business Structure Checklist
4. Get the Financial Tools to Run Your Print Shop Business Checklist
5. Get the Insurance to Run Your Print Shop Business
6. Choose A Business Location
7. Get Equipment to Operate Your Print Shop Business Checklist
8. Get the Software to Run Your Print Shop Business Checklist
9. Marketing Tools For a Print Shop Service Checklist
10. Print Shop Company Supplies Checklist

Planning

☐	Print shop business ideas
☐	Goals for your print shop business
☐	The budget you have to work with
☐	Your pricing strategy
☐	Your marketing plan

Name Your Print Shop Business

You'll want to perform the following tasks to start a print shop.:

☐	Made the name easy to spell
☐	Purchased domain
☐	Register and pay DBA Fee (if not included with the business structure)
☐	Trademarked business name and logo

Business Structure

You'll want to perform the following tasks to start a print shop. Most small business owners prefer an LLC.

☐	Register your business with the state (choose one).
☐	Sole Proprietorship
☐	Limited Liability Company (LLC)
☐	Corporation
☐	Partnership
☐	Get a DBA if you will operate under a different name.
☐	Apply for an EIN on the IRS website.
☐	Get county and city licenses.
☐	Apply for the required insurance.
☐	Get a seller's permit (state tax ID).

Financial Tools

You'll need these financial tools to set up a print shop.

☐	Set up a business bank account.
☐	Apply for a business credit card.
☐	Consider getting business loans.
☐	Find a payroll solutions provider.
☐	Get a payment processor.
☐	Choose and set up accounting software.
☐	Decide whether you want to set up a 401K.

Insurance

You'll want to get the proper business insurance for a print shop.

☐	General liability insurance
☐	Worker compensation insurance (if you hire employees)
☐	Unemployment (if you hire employees)
☐	Professional liability insurance
☐	Cybersecurity insurance (optional)
☐	Commercial vehicle insurance (if you have work vehicles)
☐	Health insurance (if required by law or if you want to be an awesome boss)

Business Location

You'll want to get a business location that is:

☐	Convenient to your target market
☐	Has lots of foot traffic (retail)
☐	Has plenty of space
☐	Has a store front and warehouse space
☐	Remodel
☐	Inspections
☐	Convenient to your target market
☐	Has lots of foot traffic (retail)
☐	Has plenty of space
☐	Has a store front and warehouse space
☐	Remodel
☐	Inspections

Business Equipment

You'll want business equipment to run your print shop business.

☐	Laptop or PC
☐	Smartphone
☐	Business phone number
☐	Internet
☐	Point-of-Sale machine or credit card reader
☐	Company vehicle (optional)

Software

You'll need a variety of software for your print shop

☐	Payroll solutions
☐	Payment processor
☐	Accounting solutions
☐	Scheduling software
☐	Professional website (domain from GoDaddy and hosting)
☐	Online booking software
☐	Marketing tools (We have a complete list for them.)

Marketing

You'll need marketing tools to help your print shop business grow and find prospective clients. Small business owners will benefit from the following brand assets:

☐	Website A logo
☐	Business cards
☐	Signs on location (If you have print shop shop)
☐	Signs on vehicles (for a mobile business model)
☐	Click Funnels

Create Business Directories on:

☐	Google My Business
☐	Google Local Ads
☐	Facebook
☐	LinkedIn
☐	Siri and Apple Maps
☐	Angi.com
☐	Yelp For Business
☐	Thumbtack
☐	Alexa
☐	Blanket

Submit your site map to the following companies for indexing

☐	Google
☐	Bing
☐	Baidu
☐	Yahoo
☐	Yandex
☐	Ask.com
☐	DuckDuckGo

Print Shop Supplies

This is the checklist I would expect most print shop services to want. You'll need the following supplies for print shop:

☐	Screen printing press
☐	Flash
☐	Conveyor dryer
☐	Screens
☐	Ink
☐	Squeegees
☐	Emulsion
☐	Screen tape
☐	Reclaim chemicals
☐	Heat press
☐	Heat tape
☐	Transfers of choice (vinyl, dtf, screen print, sublimation)