

## New Business Opening Checklist

Jobs To Be Completed	By When	By Who	Sign When Complete
Menus			
Insurance			
Store Safe			
Phone			
Phone Line			
Phone Number			
Contracts / Job Descriptions			
Set up accounts with suppliers			
Hire Staff set start date			
Contact Suppliers			
Contact Suppliers			
Cleaning Equipment			
Select & Order			
Cleaning Suppliers			
KiwiSaver			
Formalise Budget			
Select & Order Glassware			
Select & Order China incl cutlery			
Select & Order Cooking Equipment			
Select & Order Serviettes			
Select & Order Kitchen Equipment			
Select & Order POS incl EFTPOS			
Select & Order Table Condiments			
Security			
Staff Training			
Online Yellow & White Pages			

SAMPLE