

Gift Basket Starter Checklist

PRELIMINARY

- Investment Cash
- Workspace/Studio
- Assessment/Research
- Business plan
- Time to plan

LEGALITIES

- Business registration
- Business structure
- Resale license
- Business name
- Mentoring

PRODUCTS

- Baskets
- Containers
- Ribbon/Bows
- Shred
- Gourmet
- Gifts
- Balloons
- Newsprint
- Tissue paper
- Enhancements
- Cellophane
- Shrink wrap
- Clear tape

EQUIPMENT

- Work table
- Heat gun
- Glue gun
- Twist ties
- Scissors
- Shrink wrap machine
- Lazy Susan/Turntable
- Inventory shelves
- Mini refrigerator
- Curling ribbon dispenser
- Cellophane rack
- Storage drawers
- Expiration stickers

ADMINISTRATION

- Computer
- Printer
- Desk
- Chair
- Business checks
- Business credit card
- Business checking acct.
- Credit card processor
- Telephone
- Accounting software
- Shredder

MARKETING

- Postcards
- Flyers
- Catalog
- Stationery
- Business cards
- Business logo
- Social media
- Website
- Local group alliance

DELIVER/SHIP

- Boxes
- Queen/Tote bags
- Bubble wrap
- Local courier
- Shipping tape
- Shipping service
- Shipping labels
- Delivery sheet

SUPPORT TEAM

- Industry mentor
- Accountant
- Attorney
- Local support center
- Intern/virtual assistant
- Industry publications