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# New Online Tutoring Business Checklist

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| COMPANY INFORMATION |
| Company name:  |  |
| How many hours do you want to work? |  |
| How many students do you want to have? |  |
| How much will you charge? |  |

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| Getting Started: Things to Think about |
| [ ]  | Choose type of business entity.Business entity type:  | [Sole Proprietorship/LLC/Corporation] |
| [ ]  | Decide what tool to use to deliver your lessons | Skype, Google Hangouts, Zoom.us |
| [ ]  | How will you get paid? | Cash, check, Paypal, Stripe, Google Wallet, Dwolla, Automatic Payment |
| [ ]  | What website tools will you use to teach to your students? | IXL, Khan Academy, Reading A-Z, Raz-kids, Off2Class, read.org |
| [ ]  | Create Web site.  | Wix.com, Weebly,  |
| [ ]  | Get a Vanity URL | Bluehost, GoDaddy, Wix, |
| [ ]  | Decide what the best computer will be for you | Surface Pro 3, the one you currently have, Macbook Air, |
| [ ]  | Where will you store your resources and student information? | Dropbox, OneDrive, Computer |
| [ ]  | Where are places where you can currently get clients? What connections do you already have? | Other teachers, friends, family, social media |
| [ ]  | Do you want to turn any in person clients into online tutoring clients? |  |
| [ ]  | Consider contracting with payroll processing firm and/or record-keeping firm. |  |
| [ ]  | Write a Business Plan |  |
| [ ]  |  |  |
| [ ]  |  |  |
| Organizing for Taxes |
| [ ]  | Have a system for storying all of your receipts | Folder, Taxbot |
| [ ]  | Who will do your taxes? | Hire someone, Turbotax, Spouse |
| [ ]  | How will you keep track of income each month? | Excel spreadsheet, Paypal |
| [ ]  | Put money aside to pay taxes quarterly | Put 40% earnings away for taxes,  |
| [ ]  | Inform yourself about tax deductions |  |
| [ ]  | Establish a retirement plan |  |
| [ ]  |  |  |
| Organizing resources |
| [ ]  | Open a business banking account. | Ally has a great online account. |
| [ ]  | Where will you store resources and student information? | Dropbox, OneDrive, Computer, My School Books |
| [ ]  | Obtain a business credit card. | Paypal has a business debit card so you can access your money as soon as it is delivered. |
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| Free Advertising |
| [ ]  | Blogging |  |
| [ ]  | Video |  |
| [ ]  | Lives |  |
| [ ]  | Podcasts |  |
| [ ]  | Be a guest blogger |  |
| [ ]  | Contact relevant podcasts and be a guest |  |
| [ ]  | Collaborate with others on videos |  |
| [ ]  | Set up Linkedin account and fill it out to 100% |  |
| [ ]  | Facebook page |  |
| [ ]  | Facebook group |  |
| [ ]  | Pinterest Business Account |  |
| [ ]  | Twitter |  |
| [ ]  | Instagram business account |  |
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