

Checklist For Starting a Virtual Assistant Business

Business Planning

- Define services & target market
- Create a business plan
- Set pricing packages
- Choose a business name

Legal Requirements

- Register your business
- Obtain necessary licenses & permits
- Get an EIN for taxes
- Open a business bank account

Skills & Tools Setup

- Assess & improve essential skills
- Set up a home office with equipment
- Select project management tools
- Choose communication tools

Marketing & Branding

- Create a logo & brand identity
- Build a professional website
- Set up social media profiles
- Develop marketing materials

Client Acquisition

- Network online & offline
- Join VA directories & platforms
- Offer discounts or packages
- Collect testimonials & build a portfolio

Client Management

- Develop service agreements
- Set up an invoicing system
- Create a schedule for client work
- Implement a feedback process

Education & Growth

- Stay updated on industry trends
- Take courses to improve skills
- Attend webinars & VA conferences
- Network with other VAs

Go-to Resources for Starting a Yard Sign Business

Project management

- [Asana](#)
- [Trello](#)
- [Monday.com](#)

Work Platforms

- [Upwork](#)
- [Fiverr](#)
- [TaskRabbit](#)

Business & Accounting

- [ZenBusiness](#)
- [Northwest Registered Agent](#)
- [FreshBooks](#)
- [MyCorporation](#)

Useful Tools

- [Invoice Generator](#)
- [Logo Generator](#)

*All of the resources are clickable links