



WINDSHIELD REPAIR

NEW BUSINESS CHECKLIST

There are tons of free and fee-based resources that will help you create a business plan, start a new business, and most importantly run a successful business. Start with [SCORE](#), a non-profit organization that partner with the [U.S. Small Business Administration](#) to offer free individualized business startup assistance to small business owners in the U.S.

Note that steps 4-6 can be done anytime within your business startup process. We list them at the beginning of your new business startup process because it is important that you enjoy repairing windshields and the only way to know if you are going to enjoy it is to try it.

By following these steps most entrepreneurs are able to start their new windshield repair business and begin earning income within 30-60 days. Stay focused and set goals beginning with completing everything on this checklist.

Contact Delta Kits if you need additional information about how to complete any of the steps below.

- Determine your business model Fleets, Retail (Cash and/or Insurance), Fixed Location, Mobile Location, Car Lots, or a combination of these.
- Analyze the [profit potential](#) of your preferred business model.
- Analyze the market potential in your desired area of operation.
- Purchase the windshield repair equipment and supplies necessary for your business model. Your Delta Kits representative can help you choose the right system to fit your needs.
- Attend a [Delta Kits Training Class](#). Attend Factory Training within 90 days of your kit purchase and your training class deposit is refundable. This class is optional but highly recommended if quality is a high priority for you.
- Obtain a practice windshield and practice your repair skills until you are confident that you perform professional quality repairs.
- Create a business plan. Using a free template available from [SCORE](#) you can write a business plan in as little as one day. Creating a business plan will help you determine your objectives, set realistic goals and help keep you focused on reaching your objectives and goals. You will also need a business plan if you plan to borrow money to start or operate your new business.
- Register your business name with your state corporations division. Consult a tax professional to determine if your business should file as a sole proprietorship, partnership, LLC, S-Corp or C-Corp. If you register as a corporation you will need to create the articles of incorporation for your business.
- Determine if you need an employer identification number (EIN), also called a tax identification number (TIN) or if you can simply use your social security number to file your taxes. The IRS has a checklist to help you with this task. If you need to apply for an EIN you can also find the application on the [IRS](#) website.



- Obtain a business license if required by your city, county or state. Please visit our [State by State Business Startup Requirements](#) page for links to federal and state requirements.
- Establish a business website (optional), phone number and email address. A website is recommended and does not need to be expensive. Having an email address that incorporates your URL projects a more professional image (e.g. bob@ifixglass.com is more professional than bobfixesglass@hotmail.com)
- Purchase a fax machine or fax card and software in your computer giving you the ability to fax claims to insurance companies and TPAs.
- Create a logo for your business. There are many services and tutorials online for creating logos.
- Order a minimum of 500 business cards.
- Create an invoice template for your accounting software or have invoices printed. [Template Sample](#)
- Create a chart of accounts and setup your accounting software or manual bookkeeping system if you will be doing your own bookkeeping. If you use, or plan to use, a professional accountant to file your taxes they can provide you with a chart of accounts. [Chart of Account Sample](#)
- Sign up for the top four third party administrators (TPA) using the [Insurance Billing Set up Guide](#)
- Sign up for a preferred electronic data interchange (EDI) provider. DELTA KITS CUSTOMERS ONLY: REQUEST A REGISTRATION FORM [ONLINE](#).
- Sign up for the [Windshield Repair Forum](#). The world's largest Windshield Repair Forum is a great place to share ideas with other windshield repair professionals.
- Sign up at www.windshieldsreferral.com, the only 100% free referral service for windshield repair professionals.
- Sign up for the [Wise Crack Newsletter](#), the Delta Kits newsletter to receive helpful windshield repair tips and monthly specials on windshield repair equipment and supplies.
- Consider adding signage to your vehicle if you will be providing a mobile windshield repair service.
- Create sales goals and a realistic budget based on the marketing strategy and profit projections outlined in your business plan.

To thank you for taking the time to view this checklist use code **DELTAVIEW** to save 5% on your next order of Windshield Repair Supplies on www.deltakits.com.

If you have any questions about completing any of these steps, feel free to contact us.

www.deltakits.com
 541-345-8554
info@deltakits.com

