

# Startup Costs Template



## BUSINESS TEMPLATE

The startup cost template can help you decide how much money you'll need to have before you start up your new business.

This tool addresses two key financial areas that must be examined in order to make the smartest business decision.

They are:

- Initial costs.
- Working capital (running costs for a number of months).

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## 1. Enter your estimated one-off costs

All start-up businesses have start-up costs.

Your initial costs include expenses associated with starting your business such as:

- **Equipment and assets** – such as vehicles and furniture.
- **Office equipment** – such as computers, telephone systems, copiers, and water coolers.
- **One-time costs** – such as franchise fees, rent deposit, initial lease payments, legal fees, and initial stock.

In the capital cost section, enter the costs of your business's equipment and assets and each of the expected lifespans. Add any one-time costs into the so named section.

This content is for general information purposes only. It is not to be relied upon as financial, tax, or investment advice or guarantees about the future, nor should it be considered a recommendation to buy or sell. You should consult your own professional advisor for specific financial, investment, and/or tax advice tailored to your needs to ensure that individual circumstances are considered properly and action is taken based on the latest available information.

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## 2. Enter your monthly costs

Switch to the monthly costs section and enter your business's monthly running costs. These are the costs that your business will incur regardless of your level of sales – such as rent, insurance and loan repayments.

For example, you might be starting up a retail store selling electronic goods and your monthly running costs include:

- **Insurance** – at \$150 a month
- **Rent** – costing \$555 per week (\$2,400 each month, assuming your store doesn't close for an annual holiday)
- **Advertising** – averaging out at \$200 each week (\$867 per month)
- **Electricity** – at an estimated monthly average of \$400

(These examples are for illustrative purposes only)

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## 3. Estimate time to profitability

Enter an estimate of the number of months you think it will take before your business becomes profitable. This is used to calculate an estimate of the amount of cash you'll need to cover your running costs.

Once you've entered your estimated costs and revenue figures, the template presents you with a summary estimating how much money you need to get started, how much money you'll need to run your business on a monthly basis, and how much cash you'll need to have available until the business becomes profitable.

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### Initial costs

#### Capital costs (Equipment & Assets)

Extra equipment, e.g., vehicles  
Extra office equipment  
Leasehold improvements

#### Other 'one-off' costs

Advisor fees, e.g., accountant  
Franchise and other fees  
Lease payments  
Promotion costs, e.g., website  
Initial stock  
Insurance  
License fees  
Purchase cost of existing venture  
Office supplies  
Training costs & subscriptions

### Total Initial costs

In the first few months many businesses need a surplus of cash to cover overheads, as the initial profit from sales doesn't cover all the monthly expenses.

### Working capital - Your monthly costs

Accounting  
Bank Fees  
Communications  
Freight and postage  
Insurance  
Interest  
Loan repayments  
Motor vehicle expenses  
Power  
Rent  
Repairs and maintenance  
Salaries and employee expenses  
Stationery  
Subscriptions  
Tax payments  
Web site hosting, Internet costs

### Total monthly costs

How many months cover do you think you need?

## Results

### Total initial costs

### Total monthly costs

### Total start-up costs

(monthly costs x number of months)