



BUSINESS SETUP – DISPATCHING BUSINESS

1. Business Name and LLC – Secretary of State, Articles of Corporation, Business License*
2. EIN, tax purposes – www.irs.gov, operating agreement to establish bank account **
3. Banking Account – LLC, EIN (W9), Articles of Corp., Certificate of Good Standing, Business Plan
4. Equipment (Hardware) – Laptop(Ipad) or Desktop (both), Printer (All-in-one), eFax, dedicated phone line, cell phone, headset, Google Voice
5. Equipment (Software) – Load Board(s) – DAT, Internet Truck Stop, 123 Load Boards, TMS, Quick books, Excel spreadsheet
6. Business cards, flyers, website
7. How to collect payment – PayPal, Square, Zelle, Quick books, Fresh books, Invoice Home

* , required in some states.

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