

SAMPLE LIST OF STARTUP EXPENSES*

DEPOSITS

- Office space (and first month's rent)
- Phone service (and first month's service)
- Utilities (and first month's service)
- Equipment leases
- Advertising (e.g., phone book)

INSURANCES

- General liability
- Property and casualty insurance on equipment, leasehold improvements
- Malpractice (including tail coverage for your previous position if necessary)
- Disability, health, life, umbrella

REMODELING

- Buildout, paint, etc.
- Electrical wiring
- Signage
- Misc.
- Waiting room furniture
- Exam room furniture
- Office furniture
- Construction permits (including plumbing, electrical, HVAC)

TECHNOLOGY

- Phone installation
- Copier/fax/scanner
- Computer systems and software
- (Including number of licenses per users and terminals planned)
- IT support
- Web design/development
- Domain hosting

OFFICE SUPPLIES

- Letterhead/envelopes
- Business cards
- Folders
- Computer paper
- Pens, paper clips, staplers, tape
- Paper towels, soap
- Trash cans
- Fireproof filing cabinets

SERVICES

- Attorney
- Consultant

- Accountant
- Marketing/PR

STAFF AND PHYSICIAN SALARIES

LICENSES AND FEES

(May include trade, sales tax, and use permits at the state, county/municipal, and federal levels.)

**Not including medical supplies, which will vary greatly by specialty.*