Master Check List & Project Guide

Please follow the instructions below in the order they are written.

When you have finished a task, return to this page, check it off and move onto the next step.

Use the "Help" link above open the help file Manual3.doc in the same directory as this workbook.

Status	Task

☐ **To Do** **1. Enter general information about your project.**

Company name
Business name (DBA)
Type of business
Form of business D

Company address

Contact person
Phone
Fax
Email address
Website address

Projected opening date

Hours of operation
  Breakfast
  Lunch
  Dinner

Days of the week open
Holidays closed
Length of Lease
Square footage

☐ **To Do** **2. Enter food & beverage cost assumptions.**

Estimated food cost (%)
Estimated wine & beer cost (%)
Estimated liquor cost (%)
Estimated Costs - Other (%)

Since we need a history of costs & sales to accurately determine food and beverage costs we make an educated guess here. Sources for your data might come from a chef or manager with experience in these areas.

☐ **To Do** **3. Record your sources and amounts of funding for your project.**
Go To Funds Worksheet

☐ **To Do** **4. Record loans or notes data (if needed).**
Go To Loan Calc 1 Worksheet
Go To Loan Calc 2 Worksheet
Go To Loan Calc 3 Worksheet

These forms will create a loan amortization schedule that will automatically create monthly and yearly totals for interest and principal and automatically link them where needed.

☐ **To Do** **5. Record your startup expenses.**
Go To Startup Worksheet

Note: these are only expenses that you will incur before you actually open for business. If you will be writing a check for something before opening day, enter it here. Otherwise it will be expensed during year 1.

☐ **To Do** **6. Record your breakfast, lunch, and dinner menus.**
Go To Breakfast Worksheet
Go To Lunch Worksheet
Go To Dinner Worksheet

☐ **To Do** **7. Record your yearly sales information.**
Go To Sales Worksheet

In the "Covers" cells, enter the average amount of customers you would expect on that day for

that shift.

☐ To Do **8. Record your payroll information.**
Go To Payroll Worksheet   Under "Position" fill in the job title (e.g. waiter). Under the days of the week, fill in the hour total for that employee, for that shift. Under "Rate" fill in the hourly rate for that job.

☐ To Do **9. Record amortization and deprecation information.**
Go To Amort Worksheet   Please read the help file for this page for detail instructions.

☐ To Do **10. Record your yearly expenses.**
Go To Detail Worksheet   This form will be partially filled in from the data you have already entered. Proceed to record all of the expense information that is applicable using yearly totals.

☐ To Do **11. Record cash flow information.**
Go To Cashflow Worksheet   Please read the help file for this page for detail instructions.

☐ To Do **12. Record Industry Average information (Income IS).**
Go To Income IS Worksheet   Please read the help file for this page for detail instructions.

☐ To Do **13. Review Year 1 Income Statement (Income A)**
Go To Income A Worksheet   Please read the help file for this page for detail instructions.

☐ To Do **14. Record your 5 year projection data.**
Go To Income 5 Worksheet   This form projects income and performance for years 2-5.

☐ To Do **15. Record break-even information.**
Go To Break-even Worksheet   Please read the help file for this page for detail instructions.

☐ To Do **16. Review balance sheet information.**
Go To Balance Sheet Worksheet   Please read the help file for this page for detail instructions.

☐ To Do **17. Check Loan Calculation sheets**
Go To Loan Calculation Worksheets   Please read the help file for this page for detail instructions.

☐ To Do **18. Check Comaprison Graph**
Go To Comparison Graph   Please read the help file for this page for detail instructions.

☐ To Do **19. Check The Cover sheet**
Go To Cover Sheet   Please read the help file for this page for detail instructions.

☐ To Do **20. Review the Entire Document**   Check for accuracy and errors before printing.

☐ To Do **21. Print Your Reports**
Go To Utilities Sheet   Please read the help file for this page for detail instructions.