

DIG A BUSINESS FOUNDATION

Structure Foundations Worksheet

Print out this worksheet and pull out any business structure documents you can find: employee agreements, independent contractor agreements, formation documents, licenses, and permits. As you work through the worksheet think about if any gaps exist between where your business is and where you want it to be. If you've got any gaps, take out your calendar and block off time to tackle these not-so-fun tasks.

List your structure documents

What is needed or missing?

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Are licences, permits, contracts & team documents in order and current?

YES My structure is sound **NO** My structure needs work

Need an accountant or attorney?

YES **NO**

One structural improvement I can make is: _____