

# THE FREELANCE BIZ CHECKLIST

## BY TYPE AFFILIATED

Starting your freelance business is exciting but it can also feel overwhelming! No fear, here's a simple checklist helping you stay organized so you can prioritize your time and be as efficient as possible. The order here is important, the items in this checklist build upon each other and doing them in order will save you time and trouble along the way.

### START WITH THE FREE STUFF

- Set up a business email account
- Set up a social media accounts (start with the ones that are the most relevant to your industry.)
  - Instagram
  - Facebook
  - LinkedIn
  - Twitter
  - Pinterest
  - Tik Tok

- Build a website
  - Portfolio
  - About page
  - Contact Ppage
- Business Cards

### THE MOST IMPORTANT PART

- START REACHING OUT TO CLIENTS!

### A FEW MORE THINGS

- Trademark your name
- Email marketing list
- Payment Processing stytem
- Join a community group

### NOW GET SERIOUS

- Register your business and get an EIN
- Set up a separate bank account for your business

### BUILD YOUR BRAND

- Establish your visual brand identity
  - Logo
  - Colors
  - Fonts
  - Photography style

MORE INFO ON ALL THE STEPS  
AT [TYPEAFFILIATED.COM](https://typeaffiliated.com)