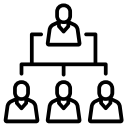


# 7 Steps to Organize Your Business



## Decide how your organization will be structured

01

Take into consideration each owner's contributions to the company.



## Operate under a written agreement

02

You should be sure that expectations are clear as to what each person's expected role will be once the business entity is officially formed.



## Document intellectual property ownership

03

Ensure that all registered forms of intellectual property, such as patents, trademarks, and copyrights, are assigned to the company via a formal written assignment signed by the inventor, author, and creator.



## Issue the founders' stock or ownership shares as soon as the entity is formed

04

Work diligently to complete appropriate documents promptly after registering the LLC or corporation, in consultation with your attorney and tax advisor.



## Keep track of documents

05

Keep all signed agreements in a location where they can easily be accessed and tracked.



## Understand which tax laws affect you

06

You must seek the advice of a tax advisor to fully understand the tax implications associated with your decisions.



## Understand other laws and regulations that affect you

07

Every business must comply with a variety of laws, and consulting with a business attorney will help you to understand which of these apply to your business.