

# Actionable Advice

Take your business to the next level!



## HOW TO START A CLEANING BUSINESS



### 1. Register Your Business with Your State

Let's make it official! Yay! Check if the business name is available and register your business with your state.



### 2. Get an Employer Identification Number (EIN)

Get your unique EIN to file taxes and open a business account. If you are planning to start as a sole proprietor, you can choose to use your SSN instead.



### 3. Open a Business Bank Account

One of the most important things is to keep your personal and business finances separate. Easily track your business finances and keep the IRS away.



### 4. Create a Website

Whether you have a brick-and-mortar office space or it's an online business, make sure your business has a simple and functioning website.



### 5. Optimize Your Website for Local Search

Get your website to appear on local search results to get some publicity and start asking for reviews.



### 6. Get Your Business Bonded and Insured

Get general liability insurance and workers' compensation insurance to protect your business from any bodily/property damage and workers' claims



### 7. Set up a Bookkeeping System

To track revenue and expenses and invoice customers consider getting accounting software and a cleaning business management software.

Have a Question?

✉ [contact@actionable-advice.com](mailto:contact@actionable-advice.com)

*Actionable Advice*

Let's grow your business.