



# NEW BUSINESS CHECKLIST

## HEADLIGHT RESTORATION

There are tons of free and fee-based resources that will help you create a business plan, start a new business, and most importantly, run a successful business. Start with SCORE and the U.S. Small Business Administration. (SCORE offers individualized business startup assistance. To find a location nearest to you, navigate to the LOCATIONS tab on the top of the SCORE homepage) Note that steps 4-6 can be done anytime within your business startup process. We listed it at the beginning of your new business startup process because it is important that you enjoy restoring headlights and the only way to know if you are going to enjoy it is to try it.

By following these steps most entrepreneurs are able to start their new headlight restoration business and begin earning income within 30 days. Stay focused and set goals beginning with completing everything on this checklist.

Contact Delta Kits if you need additional information about how to complete any of the steps below.

- ☐ Determine your business model Fleets, Retail (Cash and/or Insurance), Fixed Location, Mobile Location, Car Lots, or a combination of these.
- ☐ Analyze the profit potential of your preferred business model.
- ☐ Analyze the market potential in your desired area of operation.
- ☐ Purchase a high quality professional headlight restoration system. Be sure you choose the correct voltage for the country you will be working in.
- ☐ Obtain a number of used headlights from a salvage yard and practice your headlight restoration skills until you are comfortable with the process and are achieving consistently professional quality results. Select lights that are severely weathered on the outside but do not have visible contaminants or heat damage on the inside. The process is so simple that most technicians feel extremely confident after just a few practice runs.
- ☐ Create a business plan. Using a free template available from SCORE you can write a business plan in as little as one day. Creating a business plan will help you determine your objectives, set realistic goals and help keep you focused on reaching your objectives and goals. You will also need a business plan if you plan to borrow money to start or operate your new business.
- ☐ Register your business name with your state corporations division. Consult a tax professional to determine if your business should file as a sole proprietorship, partnership, LLC, S-Corp or C-Corp. If you register as a corporation you will need to create the articles of incorporation for your business.
- ☐ Determine if you need an employer identification number (EIN), also called a tax identification number (TIN) or if you can simply use your social security number to file your taxes. The IRS has a checklist to help you with this task. If you need to apply for an EIN you can also find the application on the IRS website.



- ☐ Obtain a business license if required by your city, county or state. Please visit our State by State Business Startup Requirements page for links to federal and state requirements.
- ☐ Establish a business website (optional), phone number and email address. A website is recommended and does not need to be expensive. Having an email address that incorporates your URL projects a more professional image (e.g. bob@ifixglass.com is more professional than bobfixesglass@hotmail.com)
- ☐ Purchase a fax machine or fax card and software in your computer giving you the ability to fax claims to insurance companies and TPAs.
- ☐ Create a logo for your business. There are many services and tutorials online for creating logos.
- ☐ Order a minimum of 500 business cards.
- ☐ Create an invoice template for your accounting software or have invoices printed.  
Template Sample
- ☐ Create a chart of accounts and setup your accounting software or manual bookkeeping system if you will be doing your own bookkeeping. If you use, or plan to use, a professional accountant to file your taxes they can provide you with a chart of accounts. Chart of Accounts Sample
- ☐ Sign up for the top four third party administrators (TPA) by following this step- by- step TPA Tutorial.
- ☐ Sign up for a preferred electronic data interchange (EDI) provider. DELTA KITS CUSTOMERS ONLY: USE THE DELTA KITS EDI SIGNUP FORM.
- ☐ Sign up for the windshield repair forum. Although the world's largest windshield repair forum was originally established for the benefit of windshield repair professionals, there is a sub forum devoted to headlight restoration issues making it a great place to share ideas with other headlight restoration professionals.
- ☐ Sign up for the Wise Crack, the Delta Kits newsletter to receive helpful windshield repair tips and monthly specials on windshield repair equipment and supplies.
- ☐ Consider adding signage to your vehicle if you will be providing a mobile headlight restoration service.
- ☐ Create sales goals and a realistic budget based on the marketing strategy and profit projections outlined in your business plan.

If you have any questions about completing any of these steps, feel free to contact us.  
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