

Worksheet 9: 90-Day Goal Tracker

Your Alaska launch roadmap. No state income or sales tax is your pitch advantage — use it in every client conversation. Providence, JB ER, and ConocoPhillips are your anchor targets.

DAYS 1-10: LEGAL FOUNDATION

- ☐ Chose business name — passed all checks (Alaska DCBPL, TESS, Google, domain)
- ☐ Filed Articles of Organization at corporations.alaska.gov — \$250 ✓ Filing date: _____
- ☐ Applied for EIN at irs.gov — EIN: _____
- ☐ Filed BOI Report at fincen.gov/boi — Date filed: _____
- ☐ Drafted Operating Agreement
- ☐ Obtained Alaska Statewide Business License from DCCED — \$50/yr
- ☐ Applied for Anchorage business license at muni.org/finance (if Anchorage-based)
- ☐ Set January 2 annual report reminder — \$100 due every year
- ☐ Set federal income tax quarterly reminder (April 15, June 15, Sept 15, Jan 15)
- ☐ Noted: NO Alaska state income tax, NO Alaska state sales tax

DAYS 11-20: INSURANCE, VEHICLE, BANKING

- ☐ Got 3+ commercial auto quotes (specify Alaska operations) — chosen: _____ for \$_____/yr
- ☐ Purchased commercial auto insurance — bound date: _____
- ☐ Purchased general liability insurance — bound date: _____
- ☐ Purchased cargo insurance — bound date: _____
- ☐ Arctic-rated battery installed in vehicle
- ☐ Studded snow tires mounted (if Sept 15 – May 1 season)
- ☐ Alaska winter survival kit assembled and in vehicle
- ☐ Engine block heater installed (Fairbanks: essential; Anchorage: strongly recommended)
- ☐ Opened business checking account — bank: _____ date: _____
- ☐ Set up Wave accounting (free) — waveapps.com
- ☐ Set up Stride mileage tracker (free) — stridehealth.com
- ☐ Downloaded Waze, Alaska 511 (511.alaska.gov), NWS Anchorage (weather.gov/pafc)
- ☐ Set up Google Business Profile — live date: _____

DAYS 21-30: MARKET PREPARATION

- ☐ Drove Anchorage — Providence, Alaska Regional, ANMC, JB ER gate locations
- ☐ Drove Mat-Su Valley — Palmer, Wasilla, Mat-Su Regional Medical
- ☐ Drove Kenai Peninsula route — noted fuel stops and road conditions
- ☐ Built target client list — minimum 40 names (smaller market than lower-48)

- ☐ Researched Providence and JBER vendor qualification processes
- ☐ Began first outreach calls / emails

DAYS 31-90: LAUNCH & BUILD

- ☐ Week 5: 6-8 new outreach contacts per day (Alaska market is smaller — quality over quantity)
- ☐ Week 6: Follow up all prior contacts; request trial runs
- ☐ Week 7: First 3 recurring clients secured — monthly revenue: \$_____
- ☐ Week 8: Review inter-city pricing (Anchorage-Kenai, Anchorage-Fairbanks runs)
- ☐ Week 10: Review P&L; — is federal tax reserve at 35-40%?
- ☐ Week 12: Target revenue \$4,500-\$7,000/month reached? Actual: \$_____
- ☐ Day 90: January 2 annual report reminder confirmed

KEY ALASKA DATES & REMINDERS

Obligation	Due	Your Notes
Alaska LLC annual report	January 2 — every year	Amount: \$100
Alaska statewide business license renewal	Annual — \$50	Renewal date: _____
Federal Q1 estimated tax	April 15	Amount: \$_____
Federal Q2 estimated tax	June 15	Amount: \$_____
Federal Q3 estimated tax	September 15	Amount: \$_____
Federal Q4 estimated tax	January 15	Amount: \$_____
Studded snow tires — LEGAL	September 15	Install by: _____
Studded snow tires — MUST REMOVE	May 1	Remove by: _____
Arctic battery replacement	Annually (Fairbanks) / every 2 yrs (Anchorage)	Last replaced: _____
Commercial insurance renewal		Renewal date: _____

■ Download all 9 worksheets free at courierbusinessinsider.com/alaska-worksheets

■ Password: ALASKA2026