

Worksheet 9: 90-Day Goal Tracker

Your Alabama launch roadmap. No annual report simplifies compliance. UAB Medicine, NASA, and Mercedes-Benz are your anchor client targets.

DAYS 1-10: LEGAL FOUNDATION

- ☐ Chose business name — passed all checks (Alabama SOS, TESS, Google, domain)
- ☐ Filed Certificate of Formation at sos.alabama.gov — \$200 ✓ Filing date: _____
- ☐ Applied for EIN at irs.gov — EIN: _____
- ☐ Filed BOI Report at fincen.gov/boi — Date filed: _____
- ☐ Drafted Operating Agreement
- ☐ Registered with Alabama DOR at myalabamataxes.alabama.gov — free
- ☐ Applied for city business license (Birmingham / Huntsville / Montgomery as applicable)
- ☐ Set March 15 Business Privilege Tax reminder — \$100 minimum due every year
- ☐ Set Alabama income tax quarterly reminder (April 15, June 15, Sept 15, Jan 15)
- ☐ Noted: NO annual report required for Alabama LLCs

DAYS 11-20: INSURANCE, VEHICLE, BANKING

- ☐ Got 3+ commercial auto insurance quotes — chosen: _____ for \$_____/yr
- ☐ Purchased commercial auto insurance — bound date: _____
- ☐ Purchased general liability insurance — bound date: _____
- ☐ Purchased cargo insurance — bound date: _____
- ☐ AC system serviced — non-negotiable before Alabama summer
- ☐ Opened business checking account — bank: _____ date: _____
- ☐ Set up Wave accounting (free) — waveapps.com
- ☐ Set up Stride mileage tracker (free) — stridehealth.com
- ☐ Downloaded Waze and NWS Birmingham weather app (weather.gov/bmx)
- ☐ Set up Google Business Profile — live date: _____
- ☐ Set up LinkedIn profile with Alabama courier keywords

DAYS 21-30: MARKET PREPARATION

- ☐ Drove Birmingham — UAB campus, St. Vincent's, Brookwood, Children's of Alabama
- ☐ Drove Huntsville — NASA Marshall, Boeing, Redstone Arsenal access points, Toyota
- ☐ Drove Montgomery — Baptist Health, Jackson Hospital, state agency locations
- ☐ Built target client list — minimum 50 names across all Alabama markets
- ☐ Researched UAB Medicine and NASA Marshall vendor qualification processes
- ☐ Began first outreach calls / emails

DAYS 31-90: LAUNCH & BUILD

- ☐ Week 5: 8-10 new outreach contacts per day
- ☐ 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 (Birmingham-Huntsville, Birmingham-Montgomery)
- ☐ Week 10: Review P&L; — is tax reserve at 30-35%?
- ☐ Week 12: Target revenue \$3,500-\$5,500/month reached? Actual: \$ _____
- ☐ Day 90: March 15 Business Privilege Tax reminder confirmed

KEY ALABAMA DATES & REMINDERS

Obligation	Due	Your Notes
Alabama Business Privilege Tax	March 15 — every year	Amount: \$100 minimum
Alabama LLC annual report	NONE REQUIRED	No reminder needed ✓
Alabama Q1 estimated tax	April 15	Amount: \$ _____
Alabama Q2 estimated tax	June 15	Amount: \$ _____
Alabama Q3 estimated tax	September 15	Amount: \$ _____
Alabama Q4 estimated tax	January 15	Amount: \$ _____
City business license renewal	Annual (varies by city)	Renewal date: _____
Tornado season begins	March 1 — every year	Emergency kit ready ✓
AC system service	Spring (before May)	Service date: _____
Commercial insurance renewal		Renewal date: _____

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

■ Password: ALABAMA2026