

Worksheet 9: 90-Day Goal Tracker

Your Colorado launch roadmap. The \$10 annual report is the cheapest in this entire series. Lockheed Martin, UCHealth, and the Denver Tech Center are your anchor targets.

DAYS 1-10: LEGAL FOUNDATION

- ☐ Chose business name — passed all checks (Colorado SOS, TESS, Google, domain)
- ☐ Filed Articles of Organization at sos.state.co.us — \$50 ✓ Filing date: _____
- ☐ Applied for EIN at irs.gov — EIN: _____
- ☐ Filed BOI Report at fincen.gov/boi — Date filed: _____
- ☐ Drafted Operating Agreement
- ☐ Registered with Colorado DOR at revenue.colorado.gov — free
- ☐ Applied for Denver business license at denvergov.org/businesslicense (if Denver-based)
- ☐ Set annual report reminder — \$10 due end of formation anniversary month every year
- ☐ Set Colorado income tax quarterly reminder (April 15, June 15, Sept 15, Jan 15)

DAYS 11-20: INSURANCE, VEHICLE, BANKING

- ☐ Got 3+ commercial auto quotes — chosen: _____ for \$ _____/yr
- ☐ Purchased commercial auto insurance — bound date: _____
- ☐ Purchased general liability insurance — bound date: _____
- ☐ Purchased cargo insurance — bound date: _____
- ☐ Vehicle serviced for altitude (cooling system, air filter, brakes)
- ☐ All-season or winter tires confirmed (Colorado Traction Law compliance)
- ☐ Emergency kit assembled for vehicle (blanket, traction aid, water, jumpers)
- ☐ Opened business checking account — bank: _____ date: _____
- ☐ Set up Wave accounting (free) — waveapps.com
- ☐ Set up Stride mileage tracker (free) — stridehealth.com
- ☐ Downloaded Waze, CDOT cotrip.org, and 511 Colorado apps
- ☐ Set up Google Business Profile — live date: _____
- ☐ Set up LinkedIn profile with Colorado courier keywords

DAYS 21-30: MARKET PREPARATION

- ☐ Drove Denver metro — UCHealth, Children's Colorado, Denver Health, DTC
- ☐ Drove Lakewood / Jefferson County — Lockheed Martin campus access points
- ☐ Drove Aurora — Raytheon, Children's Hospital Colorado, I-225 corridor
- ☐ Built target client list — minimum 50 names across Front Range markets
- ☐ Researched UCHealth and Lockheed Martin 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 (Denver-Colorado Springs, Denver-Boulder, Denver-Fort Collins)
- ☐ Week 10: Review P&L; — is tax reserve at 30-35%?
- ☐ Week 12: Target revenue \$4,000-\$6,500/month reached? Actual: \$_____
- ☐ Day 90: Annual report reminder confirmed for formation anniversary month

KEY COLORADO DATES & REMINDERS

Obligation	Due	Your Notes
Colorado LLC annual report	End of formation anniversary month — \$10	Anniversary month: _____
Colorado Q1 estimated tax	April 15	Amount: \$ _____
Colorado Q2 estimated tax	June 15	Amount: \$ _____
Colorado Q3 estimated tax	September 15	Amount: \$ _____
Colorado Q4 estimated tax	January 15	Amount: \$ _____
Denver business license renewal	Annual	Renewal date: _____
Colorado Traction Law season	Nov 1 – Mar 31 (I-70 mountain corridor)	Tires ready ✓
Vehicle altitude service	Annually	Last service: _____
Commercial insurance renewal		Renewal date: _____

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■ Password: COLORADO2026