

Worksheet 9: 90-Day Goal Tracker

Your Oregon launch roadmap. Oregon's NO sales tax is your biggest pricing advantage — build it into your client pitch from day one.

DAYS 1-10: LEGAL FOUNDATION

- ☐ Chose business name — passed all checks (Oregon SOS, TESS, Google, domain)
- ☐ Filed Articles of Organization at sos.oregon.gov — \$100 ✓ Filing date: _____
- ☐ Applied for EIN at irs.gov — EIN: _____
- ☐ Filed BOI Report at fincen.gov/boi — Date filed: _____
- ☐ Drafted Operating Agreement
- ☐ Registered with Oregon DOR at oregon.gov/dor — free
- ☐ Applied for Portland Business License at portland.gov/revenue (if Portland-based)
- ☐ Set annual report reminder — \$100 due on LLC anniversary date every year
- ☐ Set Oregon income tax quarterly reminder (April 15, June 15, Sept 15, Jan 15)

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: _____
- ☐ Downloaded Oregon 511 / TripCheck.com app for pass conditions
- ☐ Opened business checking account — bank: _____ date: _____
- ☐ Set up Wave accounting (free) — waveapps.com
- ☐ Set up Stride mileage tracker (free) — stridehealth.com
- ☐ Downloaded Waze and Google Maps (both essential for Portland quadrant navigation)
- ☐ Set up Google Business Profile — live date: _____
- ☐ Set up LinkedIn profile with Oregon courier keywords

DAYS 21-30: MARKET PREPARATION

- ☐ Drove Portland — learned all 12 bridges and primary alternates
- ☐ Memorized Portland quadrant system — NE/NW/SE/SW/N addressing
- ☐ Drove Hillsboro / Beaverton — Nike HQ, Intel campuses, Columbia Sportswear
- ☐ Built target client list — minimum 50 names (OHSU, Providence, Nike, Intel, legal corridor)
- ☐ Researched OHSU and Providence 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 (Portland to Salem, Eugene, Bend)
- ☐ Week 10: Review P&L; — is tax reserve at 35-40%? (Oregon rates are high)
- ☐ Week 12: Target revenue \$4,500-\$6,500/month reached? Actual: \$_____
- ☐ Day 90: Annual report reminder confirmed for LLC anniversary date

KEY OREGON DATES & REMINDERS

Obligation	Due	Your Notes
Oregon LLC annual report	Anniversary date — every year	LLC anniversary: _____
Oregon Q1 estimated tax	April 15	Amount: \$ _____
Oregon Q2 estimated tax	June 15	Amount: \$ _____
Oregon Q3 estimated tax	September 15	Amount: \$ _____
Oregon Q4 estimated tax	January 15	Amount: \$ _____
Portland Business License renewal	Annual	Renewal date: _____
Multnomah County tax filing	April 15	Amount: \$ _____
Oregon Traction Law season	Nov 1 – Mar 31	Chains / traction tires ready ✓
Commercial insurance renewal		Renewal date: _____

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

■ Password: OREGON2026