

Worksheet 9: 90-Day Goal Tracker

Your South Carolina launch roadmap. No annual report means lower ongoing costs than most states. Boeing, BMW, and MUSC are your anchor client targets.

DAYS 1-10: LEGAL FOUNDATION

- ☐ Chose business name — passed all checks (SC SOS, TESS, Google, domain)
- ☐ Filed Articles of Organization at sos.sc.gov — \$110 ✓ Filing date: _____
- ☐ Applied for EIN at irs.gov — EIN: _____
- ☐ Filed BOI Report at fincen.gov/boi — Date filed: _____
- ☐ Drafted Operating Agreement
- ☐ Registered with SC DOR at dor.sc.gov — free
- ☐ Applied for city business license (Charleston / Columbia / Greenville as applicable)
- ☐ Noted: NO annual report required for SC LLCs — no annual reminder needed
- ☐ Set SC 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: _____
- ☐ AC system serviced — non-negotiable before SC 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 SC Emergency Management app (scemd.org)
- ☐ Set up Google Business Profile — live date: _____
- ☐ Set up LinkedIn profile with South Carolina courier keywords

DAYS 21-30: MARKET PREPARATION

- ☐ Drove Charleston — noted Boeing campus, Port terminals, MUSC, hospital campuses
- ☐ Drove Columbia — SC state agency locations, Prisma Health, Lexington Medical
- ☐ Drove Greenville-Spartanburg — BMW plant (Greer), Michelin, Prisma Health
- ☐ Built target client list — minimum 50 names across all SC markets
- ☐ Researched Boeing and MUSC 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 (Charleston-Columbia, Greenville-Spartanburg runs)
- ☐ Week 10: Review P&L; — is tax reserve at 30-35%?
- ☐ Week 12: Target revenue \$4,000-\$6,000/month reached? Actual: \$_____
- ☐ Day 90: Hurricane season status reviewed — emergency kit and plan in place

KEY SOUTH CAROLINA DATES & REMINDERS

Obligation	Due	Your Notes
SC LLC annual report	NONE REQUIRED	No reminder needed ✓
SC Q1 estimated tax	April 15	Amount: \$_____
SC Q2 estimated tax	June 15	Amount: \$_____
SC Q3 estimated tax	September 15	Amount: \$_____
SC Q4 estimated tax	January 15	Amount: \$_____
City business license renewal	Annual (varies by city)	Renewal date: _____
Hurricane season begins	June 1 — every year	Emergency kit ready ✓
Hurricane season ends	November 30	Review plan for next year
AC system service	Spring (before May)	Service date: _____
Commercial insurance renewal		Renewal date: _____

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

■ Password: **SOUTHCAROLINA2026**