

Worksheet 9: 90-Day Goal Tracker

Your Washington launch roadmap. NO state income tax is your biggest pitch advantage — lead with it in every client conversation. Amazon and Microsoft are your anchor targets.

DAYS 1-10: LEGAL FOUNDATION

- ☐ Chose business name — passed all checks (WA SOS, TESS, Google, domain)
- ☐ Filed Certificate of Formation at sos.wa.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 WA Dept of Revenue at dor.wa.gov — free (B&O; tax registration)
- ☐ Received Washington UBI number (issued automatically by DOR)
- ☐ Applied for Seattle business license at seattle.gov/license — \$110/yr (if Seattle-based)
- ☐ Set annual report reminder — \$60 due last day of anniversary month every year
- ☐ Set monthly B&O; tax provision — 1.5% of gross revenue

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: _____
- ☐ Opened Good To Go! account for SR-520 tolls — account #: _____
- ☐ Downloaded WA State Ferries app (wsdot.wa.gov/ferries) if doing ferry routes
- ☐ 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 Seattle navigation)
- ☐ Set up Google Business Profile — live date: _____
- ☐ Set up LinkedIn profile with Washington courier keywords

DAYS 21-30: MARKET PREPARATION

- ☐ Drove Seattle — learned hills, tech campuses, hospital locations, SR-520 toll gates
- ☐ Drove Eastside (Bellevue/Redmond) — Microsoft campus, Amazon Lab126, Kirkland
- ☐ Drove Renton / Everett — Boeing facilities and supplier network
- ☐ Built target client list — minimum 50 names (Amazon, Microsoft, Boeing, UW Medicine, legal)
- ☐ Researched Amazon and UW Medicine 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 (Seattle-Tacoma, Seattle-Everett, Seattle-Olympia)
- ☐ Week 10: Review P&L; — is B&O; tax provision current? Is federal reserve at 25-30%?
- ☐ Week 12: Target revenue \$5,000-\$7,500/month reached? Actual: \$_____
- ☐ Day 90: Annual report reminder confirmed for last day of anniversary month

KEY WASHINGTON DATES & REMINDERS

Obligation	Due	Your Notes
Washington LLC annual report	Last day of anniversary month — every year	Anniversary month: _____
Washington B&O; tax filing	Monthly or quarterly (per DOR)	Next due: _____
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: \$_____
Seattle business license renewal	Annual — \$110	Renewal date: _____
Good To Go! account balance check	Monthly	Current balance: \$_____
Windshield wiper replacement	Every 6 months	Next replacement: _____
Commercial insurance renewal		Renewal date: _____

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■ Password: **WASHINGTON2026**