

2. I made a Business plan

- Done your research? Have you shaped your idea?

LET'S MAKE IT REAL!

- **Enrollment in the commercial register of the Chamber of Commerce.**
 - Enrollment in the commercial register of [the Chamber of Commerce](#) is mandatory for all starting companies. Registration in the Trade Register of the Chamber of Commerce promotes legal certainty when doing business. It is important for you as an entrepreneur to know who you are dealing with, who is authorized, who is liable and whether there is a bankruptcy. The trade register is fully aware of this and provides you with accurate information.
- **Choose your Bank**
 - There are few banks you can choose from who have special tools to help you on your way. From business banking to getting extra financial resources. You could take a look at the [ABN AMRO](#), [ING](#) and the [Rabobank](#) sites for more information.
- **Take care of possible legal issues**
 - Make sure you secured yourself in the legal area with regard to:
 - Terms and Conditions / Terms of delivery
 - Cooperation Agreement
 - Assignment Agreement
 - License Agreement
 - Confidentiality Statement
 - Labor Contract
 - For this you can hire third parties to set these contracts up for you.
- **Your first Customer**
 - Outbound invoices

It is important for your customers and your finances to keep your invoices well organized. Your customer has to know what he has to pay and you have to keep your finances up to date. Furthermore, when making an invoice there are some rules you have to follow. If you provide goods or services to other entrepreneurs, you usually pay VAT. This tax you then pay back to the tax authorities. Of each invoice you send, you keep a copy in your administration. And you'll find in your records the following information:

 - the date of the invoice
 - the number of the invoice
 - The name and address of the buyer
 - The customer's VAT identification number (only for trade with other EU countries and related services). Always check the customer's VAT identification number.
 - A clear description of the goods or services you have supplied - the number of goods delivered or services rendered

- VAT excluded, broken down by VAT rate - VAT payable, broken down by VAT rate
- Keep track of your finances by using Excel. You can use [e-bookkeeping](#) platforms for your bookkeeping. Entrepreneurs who just started can use this site for free for a whole year.
- Of course you could also just hire someone to do your bookkeeping for you but this is often not necessary when you're just getting started.

You can find more information in the [Dutch Chamber of Commerce guide for entrepreneurs](#).

If you have any further questions, please send us an e-mail at CFE@vu.nl.