Simple Forms & information that may be helpful in setting up a consulting firm

On occasion friends have asked me for advice about the administrative aspects of setting up and running a sole proprietor consulting business. My personal goal has been to spend as little time as possible doing administrative chores associated with the business so that I can spend most of my time doing substantive work. If my friends share this philosophy, then some of the forms and information that I provide them may help them achieve this goal without having to "reinvent the wheel."

I provide these same materials here for your use. They may or may not work for you, but so far I believe they have saved me some time for more enjoyable chores. There is nothing sophisticated about these forms. My point in sharing them is to assert that "simple is fine."

These forms and information plus the Excel "Billing Record Template" have served me fine for 15 years. They might work for you also.

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