

## The Becoming A Freelancer's Checklist

A simple checklist to help make sure you have all the bases covered

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### Do You Have A Website?

- Domain name
- Hosting
- Webs design

### Have You Registered Your Business?

- Decided on sole trader / Limited
- Decided if I need an accountant
- Registered my business online / via accountant
- Opened up a business account (if limited)

### Do You Have Insurance?

- Vehicle Business insurance or Business link add-on
- Equipment insurance
- Public liability
- Professional indemnity
- Professional travel insurance (for over seas shoots)

### Have You Decided On Your Rates?

- Looked at union rates
- Asked other professionals what they charge

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### Decided How To Send Invoices?

- Invoicing app or plain word document on my computer

### Have You Setup Your Kit hire Procedure?

- Devised a list of kit I may need
- Got Quotes from several hire companies
- Setup accounts with a couple of local hire companies

### Have You Made Your Presence Known?

- Joined several crewing agencies
- Registered a profile on many online crew directories and film council websites
- Joined several Facebook groups
- Setup A linkedIn account

### Have You Searched For Jobs?

- Bookmarked my favourite websites in my web browser