

Phase 1 Checklist



DEDICATED VIBBIX REPRESENTATIVE

Eddy Gatez

Legal & Compliance

- Registration/Incorporation with the state of residence
- Acquire an EIN/Sign an Operating Agreement
- Open bank account for payment receipt

Systems Execution

- Organize legal & marketing files into Dropbox/G Drive
- Create custom domain and email address
- Set up and test out payment processing system

Marketing Preparation

- Generate logo, tagline, and color schemes
- Open social media accounts and prepare posts
- Create landing page/website for business