

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

