

Sample Starter List

Local Permits and Licenses

Building and remodeling—only needed if building an office or remodeling	Cost is set by the job estimate; typically \$85.00–\$110.00/square foot
Signage	\$2,000–\$4,000/sign

State Permits and Licenses

Employer Identification Number (Department of the Treasury and the Internal Revenue Service)	No charge in most states—it might not be required in your state if you do not have employees; consult with an accountant and attorney
Registration of name (Department of State)	No charge in most states
Sales and use tax permit (Department of Revenue)	No charge (according to the Department of Revenue Web site)
Professional licensure by the State Board of Examiners in Speech-Pathology and Audiology (Department of State)	Charge differs by state; usually renewed every 1–2 years
Hearing Aid Dispensing Certification (Department of Health)	Charge differs by state and licensing criteria

Federal Permits and Licenses

Federal income tax and social security tax withholdings forms (Internal Revenue Service)	\$0.00—these forms are free and can be found and submitted on-line at www.irs.gov
--	--

Other Permits, Licenses, etc.

Worker's compensation (private insurance carrier, State Workmen's Insurance Fund, or group self-insurance carrier approved by the Department of Labor and Industry)	Price quote?
---	--------------

Professional Dues

American Academy of Audiology	\$135.00 + \$20.00 for continuing education registration
Board certification by the American Board of Audiology	\$300.00 every 3 years
State Academy of Audiology	\$50.00 (varies)

Other Fees

Business insurance	On average, \$1,000/year for complete coverage (business liability, property, contents [renter's], exterior signs, employee dishonesty, etc.); however, will vary from state to state and by region
--------------------	---

Liability insurance (professional and general)	Price quote?
Health insurance	Optional; initially dependent on employees
Bank account start-up	Ranges from \$0.00 to \$50.00/month
Accountant	Price quote?
Attorney	Averages \$2,000–\$3,000 for a sole proprietorship and \$5,000–\$10,000 for a corporation
Marketing	Typically 7–10 percent of projected annual revenue
Ad in local phone books	Check with local carrier; this should fall under the marketing budget
Promotion (newspaper, direct mail, practice brochures)	This should fall under the marketing budget as initial premarketing events
Working capital	This should cover 3 months of operational costs: monthly salaries, utilities, known bills, and advertising
Continuing education funds	Estimate \$2,000/year for AudiologyNOW! and state conventions

Office Space and Utilities

Rent and triple net lease	First month's rent and deposit (a security deposit is also a typical requirement for renting)
Two or more phone lines with voice mail	Onetime charge for installation and connections
Electric	Service charge to activate and security deposit
Water	Service charge to activate
Sewage	Price quote?
Garbage	Price quote?
Internet service	Price quote?
Snow removal/lawn mowing	Negotiate with triple net fees to make this the landlord's responsibility

Remodeling (our current office was originally a residence in which the landlord had remodeled the bedrooms into office space)

Counter space in front office	\$450.00–\$800.00
Window between front office and waiting room (front office was originally a bathroom)	
Wheelchair-accessible entrance	Typically this is the landlord's responsibility
Patient restroom (was originally a very large cedar closet)	
Double-walled room with hearing test equipment	
Carpeting	
Floor reinforcement under booth	

Solid doors for sound reduction	
Air-conditioning and heating	\$3,000–\$6,000 for HVAC unit; dependent on size of space

NOTE: Negotiate your build-out rate during your lease formation for a dollar/square foot contribution from your landlord

Exterior Sign

Exterior sign	Averages \$4,000—this is key for visibility
---------------	---

Waiting Room (all estimated pricing)

Rug at entranceway (for wiping dirty shoes)	\$10.00
Chairs (6 @ \$193.00 each)	\$1158.00
10-pocket magazine holder	\$70.00
Reading material (i.e., magazines, newspaper)	\$50.00 annually for subscriptions
Interior “Open/Closed” message sign	\$45.00
Display case (for assistive listening devices etc.)	
4-pocket acrylic brochure holder (4 @ \$19.95 each)	\$80.00
1-pocket acrylic brochure holder (4 @ \$6.95 each)	\$30.00
Americans with Disabilities Act “No Smoking” sign	\$10.00
Americans with Disabilities Act “Restroom” sign	\$10.00
Wastebasket for restroom (11½ × 12 × 8 1/8”)	\$5.00

Front Office

Gateway Performance 1500 Deluxe (Pentium 4 1.5 GHz, floppy drive, 56K modem, 256 MB SDRAM, 40 GB hard drive, RW CD-ROM, MS Windows Millennium Edition, MS Office XP Professional with MS Publisher, Quick Books Pro 2001) with HP OfficeJet G85 (printer, copier, scanner, and fax in one unit)	\$2,225
Belkin SurgeMaster II (8-outlet) surge suppressor	\$3.99
Backup black ink cartridge for HP OfficeJet G85 (2 @ \$27.99 each)	\$55.98
Backup color ink cartridge for HP OfficeJet G85 (2 @ \$37.99 each)	\$75.98
Copy paper (10 @ \$3.98/ream)	\$39.80
Imation 2HD 1.44 MB floppy disks (pack of ten)	\$5.99
Verbatim CD-RW (10 @ 1.69 each)	\$16.90
Fellowes Softworks 100 (3.5” diskette storage)	\$10.89
Highmark CD Tower 20	\$12.39
External Iomega Jaz Drive (2 GB; for computer backup)	\$339.95
Jaz disks (2 @ \$124.75 each)	\$249.50
Office chair	\$94.99
Chair mat (45-x-53”-wide lip)	\$29.99

AT&T 4-line speakerphone with intercom (2 @ \$124.88 each)	\$249.76
Phone message pads (12 pack)	\$2.19
Typewriter	\$0.00?
Typewriter ribbon replacement (2 @ \$8.88 each)	\$17.76
Typewriter correction ribbon replacement (2 @ \$5.25 each)	\$10.50
Fellowes Personal Confetti-Cut Shredder (5-sheet capacity)	\$59.99
Belkin SurgeMaster (7-outlet) surge suppressor (2 @ \$16.99 each)	\$33.98
25"-deep, high-sided, 4-drawer, letter-size filing cabinet	\$199.99
25"-deep, high-sided 2-drawer, letter-size filing cabinet (2 @ \$147.89 each)	\$295.78
Oxford hanging file folders (25/box; 5 boxes @ \$5.99 each)	\$29.95
Stackable open filing cabinet (set of 2; 3 @ \$99.99/set)	\$299.97
4" base and 1" top kit for open filing cabinet	\$89.99
End tab manila folders with 2 fasteners (for patient charts; 50/box; 2 boxes @ \$18.95 each)	\$37.90
Maco file folder labels (248/pack)	\$1.99
Year end-tab labels (250/pack)	\$2.99
Oxford Label Starter Kit (includes individual letters and year)	\$57.77
Clock radio	\$15.00
Appointment book	\$18.95
Health Care Financing Administration insurance claim forms	\$47.95/1,000
Office forms	\$0.00?
Envelopes (box of 500; 2 boxes @ \$14.25 each)	\$28.50
Postage stamps	\$41.00/100
Letter opener	\$0.00?
Self-inking stamp with address and phone number	\$20.99
Sort-a-file center	\$17.29
Stacking letter trays (5 @ \$2.09 each)	\$10.45
Drawer organizer	\$2.29
#2 medium soft pencils	\$1.19/dozen
Pencil sharpener (Boston 1900)	\$13.99
Pens	\$0.00?
Pen holders	\$0.00?
Zebra Zazzle highlighters	\$13.68/dozen
Sharpie permanent markers	\$9.96/dozen
Stapler (2 @ \$4.59 each)	\$9.18
Staples	\$1.59
Staple remover (2 @ \$0.79 each)	\$1.58
Rubber bands (1 pound, assorted)	\$0.79

Square paper clip dispenser (2 @ \$1.18 each)	\$2.36
Paper clips (10 boxes/100 each)	\$1.69
Paper clips, jumbo (10 boxes/100 each)	\$5.29
Binder clips, assorted	\$3.99/pack of 30
Desktop tape dispenser (2 @ \$1.89 each)	\$3.78
Tape refill rolls (6/pack)	\$8.55
Writing tablets (8½ × 11¾" 12 pack)	\$4.59
3-hole puncher	\$25.49
Avery top loading sheet protectors	\$10.99/box of 100
1/3 cut manila folders (100/box)	\$4.19
Inkjet business card packs (250/pack) for business cards and appointment cards (2 @ \$12.59 each)	\$25.18, if designing own; if professionally done, contact local printer
Business card holders (3 @ \$0.74 each)	\$2.22
Avery white laser labels (30/sheet; 3000/box)	\$33.99
Cash box	\$19.99
8-digit handheld calculator	\$5.19
Rolodex	\$8.95
Scissors	\$4.54
Ruler	\$0.00?
Clipboards (9 × 11½" 3 pack)	\$1.55
White out/correction tape (3 @ \$5.89 each)	\$17.67
Correction tape refill (3 @ \$2.79 each)	\$8.37
Highland Post-Its (1 3/8 × 1 7/8")	\$2.79/dozen
Highland Post-Its (2 7/8 × 2 7/8")	\$4.79/dozen
Wastebasket (15 × 19 7/8 × 11¼"; 3 @ \$9.89 each)	\$29.67
Name tag	\$15.00
Lab coat	\$30.00, plus monogram cost

Exam Room

Equipment calibration (which must be done yearly)	\$470.00 for on-site calibration of 1 clinical audiometer, 1 portable audiometer, and 1 clinical tympanometer
Sound booth (Industrial Acoustics Company Model 403-A—single walled, 4650 pounds, interior dimensions: 7'4" wide × 7'0" long × 6'6" high)	\$12,400; would attempt to purchase used if possible; need interior dimensions to be at least 7' in order to do soundfield testing, Office Of Vocational Rehabilitation testing, etc.
Visual Reinforcement Audiometry equipment	\$1,000
Chair for inside booth	\$193.00
AcoustiCovers (100/package)	\$62.00

Audiometer (GSI 61)	\$5,710
Office chair at audiometer	\$94.99
Chair mat (45-x-53"-wide lip)	\$29.99
Tympanometer (GSI Tymp Star Version 2)	\$7,560
Grason Single Use Ear Tips Starter Pack	\$65.00
Otoscope (3.5V Rechargeable Welch Allyn)	\$206.00
Otoscope specula sets (4/set)	\$7.00
Exam chair for patient	\$299.99
Test materials/forms	\$0.00?
Computer* (for programming hearing aids; Pentium 4 1.5 GHz, 128 MB SRAM, 20 GB hard drive, floppy drive, Rewritable CD-ROM, modem) with printer and surge protector*	\$1,237
PC cart for hearing aid computer	\$184.99
Isotel 6-outlet surge suppressor	\$49.99
NOAH (Version 2.0 for 1 to 2 users)	\$700.00
Madsen HI-Pro box	\$700.00
Comply Canal Tips Fitting System	\$55.95
Manufacturer software and cords	\$0.00
File organizer (for forms)	\$6.45
25"-deep, high-sided 2-drawer, letter-size filing cabinet (for forms, handouts, etc.)	\$147.89
Red felt-tip pens (12)	\$10.99
Blue felt-tip pens (12)	\$10.99
Detailed ear anatomy chart	\$12.00
Ear chart displaying middle ear infections	\$12.00

Lab Equipment And Supplies

Order forms	\$0.00; most manufacturers supply these items at no cost
Repair forms	\$0.00; most manufacturers supply these items at no cost
Residual functional capacity forms	\$0.00; most manufacturers supply these items at no cost
Air bills and bags	\$0.00; most manufacturers supply these items at no cost
Impression boxes	\$0.00; most manufacturers supply these items at no cost
Spec books	\$0.00; most manufacturers supply these items at no cost
Deluxe compartment case (black bag for out-of-office work)	\$167.00
Rubber gloves (100/box)	\$7.50

*Not all hearing aid manufacturer software is compatible with Microsoft Vista. Check with your IT person or company.

Alcohol preps (200/box; 4 boxes @ \$4.00 each)	\$16.00
Impression material (50 ears' worth of singles)	\$50.50
Impression syringe	\$30.00
Cotton blocks (50/package; 2 small, 2 medium, and 2 large @ \$5.85 each)	\$35.10
Cotton swabs (100/package)	\$4.95
Earlite	\$3.95
Super glue (2 @ \$2.05 each)	\$4.10
ITE Vise Grippers	\$5.10
Contact Re-Nu	\$27.00
Pipe cleaners (50/pack)	\$2.45
Ear mold tubing—13 standard, 13 medium, and 13 thick (2 packages of each size @ \$6.75 each)	\$40.50
3-mm Libby Horns	\$18.75
4-mm Libby Horns	\$18.75
Tube locks (20 @ \$0.55 each)	\$11.00
Head cutting tweezers	\$34.00
Tubing expander	\$28.00
Ear mold air blower	\$3.50
Ear mold reamer set	\$16.00
Thin cement (½ oz)	\$3.00
Thick cement (½ oz)	\$3.50
PVC cement (½ oz)	\$3.00
Pointed tweezers	\$7.75
Dremel Variable Speed Moto-Tool Kit	\$105.00
Battery tester	\$1.30
Battery removal tool	\$3.00
Straight dental probe	\$2.20
Angle dental probe	\$2.20
Curved dental probe	\$2.20
Sporox (1 gallon)	\$25.00
Sani-Cloth Plus (4 @ \$7.82 each)	\$31.28
Cavicide spray for surface disinfection (24 ounces)	\$7.25
Cavicide refill (1 gallon)	\$24.10
20-drawer modular cabinet	\$79.00
Ultrasonic cleaner (Branson Model B-3)	\$157.00
Ultrasonic cleaning solution (Wavecide; 1 gallon)	\$18.75
Hearing aid parts for repairs (i.e., battery doors, ear hooks, etc.)	\$0.00; most manufacturers supply these items at no cost

Mini parts boxes (for storage of manufacturer parts; 5 @ \$3.10 each)	\$15.50
Wastebasket (14½ × 15 1/8 × 10 3/8")	\$5.89

Other

Fire extinguisher	\$19.89
Smoke/carbon monoxide detector	\$65.99
First aid kit (70 piece)	\$27.49
Peroxide	\$0.59
Band aids	\$1.99
Wastebasket (15 × 19 7/8 × 11¼")	\$9.89
Franklin Chef microwave/fridge combo	\$329.88
Hoover Wind Tunnel vacuum cleaner	\$264.88
Kleenex tissues	\$69.38 for 36 boxes
Scott toilet tissue (24/carton)	\$32.39
Plastic C-Fold towel holder (for restroom)	\$21.69
C-Fold towels (for restroom; 240/pack; 10 packs/carton)	\$34.99/carton
Scott paper towels (12/carton)	\$31.16/carton
Soft Soap dispenser (2 @ \$2.99 each)	\$5.98
Soft Soap refill (1 gallon, antibacterial)	\$19.35
Trash liners (60/carton)	\$10.99/carton
Windex (32 ounces)	\$6.59
Comet powder (21 ounces)	\$1.99

Estimated Grand Total (will vary from region to region and is build-out cost dependent)	
	\$82,610.41

Central auditory processing materials, otoacoustic emissions, electronystagmography, auditory brainstem response, assistive listening devices, and test, trial, and loaner hearing aids would be nice to have to be "complete" but are not necessary for start-up.