

Planning Work as an Independent Contractor



Description: What are the services or skills you are going to sell? Be specific. Do you have applicable degrees, licenses or certifications? Are you offering services that are new, different and/or better in some way?

Customers: Who are your customers that need your skills or services? Where and how will you connect with your customers? Will you contract through an agency or directly?

Time: How many days and hours are you available and willing to work? How much vacation time do you plan to take? On what holidays will you and/or the customer take time off? Assume that you will miss additional time for things like illness, jury duty or home repairmen.

Income: What will you charge for your time? What is the going rate (will be different for contractors vs. employees for the same skills/services)?

Expenses: What will it cost to provide your service? Consider technology like Internet access, laptop, software including upgrades, printer/copier, dedicated phone and travel.

Working from Home: Will you work from home or at a customer location? What do you need to create a working office in a dedicated space at home including furniture and lighting? Review the SCORE online resource for home based businesses at <https://www.score.org/content/search/all/657%2C732/all/73/10674>

Licenses & certifications: Will you work under your social security number or form a separate entity? What licenses and certifications are needed? In addition to a business license, do you need a local government business license or any professional licenses and certifications? For information on Delaware State license requirements, review <https://onestop.delaware.gov/osbrlpublic/>.

Insurance Review: Do you need to make changes to your home or car insurance? Do you need Errors & Omissions insurance?