



ASoP Certification

Business of Photography Certification Checklist

- How to file your business & licencing**
 - DBA, LLC, Non-profit, or Partnership
 - Licence from the state and city or county

- Taxes**
 - What do you need to pay taxes on
 - Create an account with Georgia Department of Revenue

- Estimates and Invoicing**
 - How to estimate a gig
 - How to create an invoice and send to client

- Bookkeeping**
 - Via Quickbooks or other service of your choice
 - Organize and label expenses
 - How to create a Profit and Loss Sheet
 - Yearly tax filings

- Client relations**
 - How to send work to client
 - Proofing

- Website and social media**
 - Create a website
 - Which social media platforms to use and how

- Marketing techniques**