BUSINESS PLAN TEMPLATE - SERVICES

COVER SHEET (This highlights how you can be contacted. Ensure that telephone numbers and email addresses listed are operational.)

1. Identify the Business
2. Identify location, phone number, or where the principals can be reached.
3. Who the plan is to be submitted to.
4. Plan submitted by whom.

PURPOSE OF FUNDING (if funding is required)

1. Who is asking for the funds
2. What is the business structure (i.e.) sole proprietorship, partnership, corporation, Limited Liability Company)
3. How much fund is being requested
4. What is the money for
5. How will the funds benefit the business
6. Why does the loan or investment seem right
7. How will the funds be repaid

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   - ii. Historical Background
   - iii. Target Market
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   - v. Competition
   - vi. Service Description
   - vii. Management and Organization

II. Financial Data
   - i. Sales Forecast
   - ii. Financial Projections
     - a. Income Statement
     - b. Cash Flow
     - c. Balance Sheet
   - iii. Financing Requirements

III. Supporting Documents