Business Plan Template

Basic: Sample Business Plan

Using this outline and answering the following questions can help you draw up a professional business plan. Counseling centers can offer you guidance on your business plan. In addition, the business reference librarian at your local library can offer further assistance while you research information for your business plan.

Cover Sheet
Name of business, names of principals, address and phone number of business.

Table of Contents

I. Statement of Purpose

II. The Business
A. Description of Business

B. The Market

C. Competition

D. Location of Business

E. Management

F. Personnel

G. Sources of Funding, Application and Expected Effect of Loan Investment

H. Summary