

Main Street Business Inventory Form



BUSINESS CONTACT INFORMATION			
Business Name			
Owner Name			
Contact/Mgr Name			
Mailing Address			
City, State, Zip			
Phone #1		Phone #2	
Email			
Website Address			
Social Media Use			
BUSINESS CONCEPT			
Business Category:		NAIC#	
Primary Products and Services:			
Type of Traffic: Destination Impulse Other			
PARKING			
Do you have on-site parking? Yes/No			
Number of spaces?			
Do you lease off-site parking? Yes/No			
Number of spaces?			
Do you have on street parking available?: Yes/No			
BUSINESS AND WORKFORCE DATA			
Total Number of Employees?:			
Full	Part	Seasonal	
			Management
			Sales
			Food Preparation
			Maintenance, Cleaning
			Office, Administrative
			Production
			Other
TOTAL SALES			
<i>Proprietary information, which pertains to specific businesses and their performance, will be kept entirely confidential.</i>			
Annual Sales/Revenue \$			
Please provide operating budget or assets if not sales driven.			
Do you track sales? Yes/No If so, please circle method:			
Zip Code	City	County	Area Code

SPACE INFORMATION			
Rent or Own Space?:		Total Building Space:	Sq. ft
Years at Location:		Sale Space:	Sq. ft
Years in Business Total:		Office/Utility Space:	Sq. ft
Interior Condition (please circle): Needs Repair Adequate Excellent		Production Space:	Sq ft
		Storage Space:	Sq ft
Exterior Condition (please circle): Needs Repair Adequate Excellent		Residential Space:	Sq Ft
		Un-Used Space:	Sq Ft
Are you interested in learning about local incentives for building improvements (please circle)? Yes/No If so, would you prefer to be contacted via phone or email?			
MARKET AND MARKETING DATA			
Business Hours			
	Open	Close	Closed (all day)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Or, By Appointment Only? Yes/No			
Customer Base (circle one): Retail or Service			
% Male		% Female	% Children
% City		% County	% Outside County
Marketing Activities		Target Audiences	
% Newspaper/Magazine		% Children	
% Radio/TV		% Teens	
% Social Media/Web		% 18 to 29	
% Email		% 30 to 44	
% Direct Mail		% 45 to 59	
% Billboard		% 60 to 69	
% Events and Sponsorship		% 70+	
% Other (please list)			
Thank you! Please return this form to:			

INVENTORY DATE:

FORM #