

Executive Summary Format - Internal Review

Contact Name: _____ Intermediary Principal

Position/Title: _____ Representing: Individual Corporate

Company: _____

Address: _____

City, State, and Zip: _____

Office phone number: _____ Fax: _____

Email address: _____ Web Site: _____

Executive Overview

If you are an early-stage company; tell us about the opportunity, the Company and the industry and that the Company has something unique or that the opportunity cannot be duplicated by some larger players in the industry that could crush them. For this reason, some prospective credible customer has to write a letter to endorse this product/service and say they would purchase it.

If you are a company that has been operating for a number years please tell us more about your business operations in general.

Executive Management Team

Who are the Executive Team and what is their experience? What responsibilities and duties will they have?

Current Investment By The Principals and/or Executive Team in this opportunity

If you are an early stage company' what has been invested to date and for what purpose?

Objective

What is the Company seeking or what kind of assistance does it need?

Market Definition

What is the market and its potential?

Marketing Summary

Does any of the management team have experience and success in marketing and business development in this industry? Do you have a systematic marketing effort planned and budgeted for?

Financial Summary

A summary of actual financial performance (Revenues/EBITDA) for the past three years is needed or if in operation less than three years provide what is available for actual performance. If you are seeking funding a Use of Proceeds statement is needed and a post-funding three-year (by year) pro forma Income/Expense statement is needed.

Supporting Documents

These can consist of market study summaries, contingent letters of commitment for customers to buy the product/services and other information that you feel substantiates the opportunity.