

Your Business Plan Workbook

(Please Fill Out And Return)

A Road Map to Success



Contact:

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YOUR BUSINESS PLAN

Your Business Plan shows us how we can help your business because it tells us exactly what you plan to do, and how much you estimate it is going to cost.

A well-prepared Business Plan is absolutely necessary because it helps justify your business proposal, as well as convince the Loans Officer that you have thoroughly researched and planned for your new business.

Ensure you give as many specific details as possible.

Date Prepared: _____

Your Business Briefly Described:

- Company Name: _____
- Street address, town, postal code: _____

- Municipal Address of Location of Business (ie: Block, Lot or Legal Land Description):

- Primary Contact: _____
- Email Address: _____
- Phone Number: _____ (w) _____ (h) _____ (c)
- What product or service will your business provide? _____

Is this an existing business? Existing _____
New _____
Date business established: _____

Form of business ownership:

Sole Proprietorship Date of registration: _____

Partnership Date of registration: _____

Do you have a Partnership agreement signed? _____

Corporation Date of incorporation: _____

Business Year End Date: _____

Who are the principals (owners), and what percentage of equity does each principal own?

Name: _____ % of ownership

Name: _____ % of ownership

Name: _____ % of ownership

Your Involvement in Your Business:

Part-time

Full-time

If part-time, please explain how you will make time available from your other responsibilities to devote to the business: _____

Please provide a brief history on the education, skills and experience you possess for the operations of the business. _____

Your Employees:

How many full-time and part-time employees will you have?

Full-time _____

Part-time _____

Skills Required _____

Your Competitors/Your Suppliers:

Who are your major competitors? Where are they located and how long have they been in business?

1.

2.

3.

Who will be your major suppliers?

1.

2.

3.

4.

How readily will you be able to switch suppliers? _____

What payment terms have you arranged with your suppliers? _____

Who will be your major customers? _____

Will you have a broad range of customer, or relatively few? Explain. _____

Why will customers prefer your product or service to that of your competitors? (Be Specific) _____

Will you grant credit to your customers, and if so, explain what your collection policy will be? _____

What kind/type of market research have you conducted? _____

Pricing:

What materials and labour will be used to make your product or to provide your service, and what will be its approximate cost? _____

What price will you charge for your product or service? Is the price within range of your competitors? Provide Examples: _____

The Location and Estimated Size of Your Market:

How big is your market in terms of dollars/geographical region/other? _____

What will your share of that market be? _____

How have you arrived at this? _____

Is your business in a location that will be convenient for customers? Explain. _____

What other factors could have an affect on your business with respect to its location? For example, other services, area growth, competition, traffic. _____

Operating Requirements:

Itemize any licenses, permits and insurances you will need for your business, the associated costs, and whether they have been obtained?

- 1.
- 2.
- 3.
- 4.

Identify business requirements with respect to size and type of premises. Will they be leased, and what deposit will be required? What major pieces of equipment, furniture or fixtures will be required? Again, will they be leased or purchased? _____

The Environment in Which You Will Be Doing Business:

How will economic factors impact your business? For example: Recession; Interest Rates; Level of Consumer Spending; Current Economic Cycle; Other: _____

Your Business Success Factors:

What are the strengths of your business? _____

What are the weaknesses of your business? _____

Why do you think your business will succeed? _____

Your Future Growth:

Where do you expect your business to be in five years? _____

Assumptions:

What assumptions have you made in arriving at any of the foregoing conclusions? List all sources of your information, be very specific.

- 1.
- 2.
- 3.

Risks:

Outline all major risks _____

Specify what you will do to minimize these risks. _____

How much will this Project Cost:

Itemize major expenditures, including provision for working capital, to show total project costs.

<i>Items Required</i>	<i>Cost (\$)</i>
Equipment (List Equipment)	
Tools (List Tools)	
Vehicles	
Building/Land (Rent, Lease, Own)	
Working Capital / Operating	
Other (list)	
Licenses	
WCB	
<i>Sub-Total</i>	
<i><u>Items Currently Owned by Business</u></i>	
(List all equipment, tools, & vehicles, that you currently own)	
a)	
b)	
c)	
d)	
f)	

Your Business Finances:

What is the total project cost? _____

How much money do you want to borrow? _____

Specifically, what will the loan be used for? _____

What repayment terms are you considering? _____

How much of your own funds have you invested in your business at this time? _____

Key Business Relations

Bookkeeper Name _____

Accountant Name _____

Lawyer Name _____

Insurance Broker Name _____

Do you have a Life Insurance policy? If Yes, please list.

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CLIENT QUESTIONNAIRE

BORROWER: _____

	YES	NO
1. Are you aware of any environmental concerns in neighbouring properties or surrounding areas?	_____	_____
2. Do you use, store, handle, or transport hazardous materials or goods (such as those on the attached list or covered by the Workplace Hazardous Materials Information System in Canada)?	_____	_____
3. Do you dispose of or recycle any such hazardous materials?	_____	_____
4. Do you produce infectious waste (such as medical pathological waste)?	_____	_____
5. Do you use equipment that may contain PCB's or are there PCB's on site at your place of business other than in transformers or equipment owned by the electrical utility?	_____	_____
6. Does the premises or property contain asbestos or urea formaldehyde?	_____	_____
7. Are you aware of any concerns with respect to Radon gas in the vicinity of your property?	_____	_____
8. Are there any, or have there ever been underground or above ground storage tanks on the property?	_____	_____
9. Do you use any bulk gases (i.e., propane, butane, carbon dioxide, nitrogen, ammonia) or store them?	_____	_____
10. Have any of your workers filed any complaints, or claims for any environmental health reasons?	_____	_____
11. Does your insurance require annual environmental reviews or assessments to determine environmental liabilities?	_____	_____
12. Are any special environmental permits or licenses issued to you (i.e, Federal, Provincial or Municipal)?	_____	_____

- 13. Does the property have any pits, ponds, lagoons, or other dumping areas on site? _____
- 14. Does the property have any landfills, junkyards, incinerators or other waste disposal facilities or buried wastes? _____
- 15. Are there, or have there been any spills/contamination, environmental orders or actions or other environmental concerns on the property, or violations of permits, regulations or laws? _____

Please provide a full explanation of all “**YES**” answers.

I declare that the aforementioned information is true and complete, to the best of my knowledge, understanding and belief, after diligent enquiry. I understand that this information is required and will be relied upon by Community Futures Lakeland as part of its overall credit risk assessment of my business.

 (Name of Company/Business)

 Date

 Per:

 Per:

COMMUNITY FUTURES LAKELAND

LISTING OF HAZARDOUS MATERIALS

As a general guide, the hazardous materials which are more commonly found are the following:

- ASBESTOS:** Usually found in insulation, fire proofing, ceiling and floor tiles, cement/asbestos board, taping and sealing compounds. Asbestos risk is greatest when it is friable (crushable, flaking) and becomes airborne. Microscopic analysis is required.
- PCB's** Found in solvents and dielectrics used in the manufacture of electrical components. Electrical transformers are a major source of potential PCB contamination. PCB's have been used also as hydraulic fluid, as surface coating for carbonless copy paper, a plasticizer in sealants and as a flame retardant in lubricating oils.
- METHANE GAS:** Colourless and odourless. Old landfill sites are a significant source of methane contamination. It is the major constituent of natural gas. It is frequently formed by the decomposition of organic materials. Air sampling is required to determine concentration.
- UREA
FORMALDEHYDE:** May be found in foam insulation, glue used to manufacture plywood, particle board, furniture. Air sampling is required to determine concentration.
- DIOXINS AND
FURONS:** Most commonly found in industries which use substantial quantities of chlorine, e.g., pulp and paper industries. They are also a by-product from the manufacture of other chemicals, e.g., pesticides, and can be found in chemical, commercial and domestic wastes. Major exposure occurs in the ambient air near incineration sources.
- LEAD:** Lead is found in plumbing, paints, inks, gasoline, storage batteries, the lining of taps and pipes, radiation shielding equipment (i.e., hospitals, dentists). Lead salts are used in insecticides, pigments, glazes, plastic and rubber compounds. Lead is usually found to contaminate the soil close to lead smelters, paint manufacturers, battery producers, electronic component companies, printing forms and metal foundries.
- RADON:** An indoor pollutant, it is a colourless, odourless, tasteless gas, produced by the decay of Uranium-238. It tends to be concentrated in underground deposits of granite, coal, phosphate and uranium and percolates upward out of the soil and seeps into buildings through cracks in the foundation. It can also dissolve into underground well water and is released once inside buildings. Because the existence of radon depends upon geological factors, it is a regional issue and local health departments can be an excellent source of information as to whether or not radon is a potential problem in a specific area.

There is also a group of compounds, which pose a risk to the surrounding community if allowed to escape to the atmosphere. Some of the most commonly encountered include propane, ammonia, chlorofluorocarbons (CFC's), hydrofluoric acid and hydrogen sulphide.