**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**: Click or tap to enter a date.

***Your* *Business Briefly Described:***

1. Company Name: Click or tap here to enter text.
2. Street address: Click or tap here to enter text.
3. City/Town: Click or tap here to enter text.
4. Postal code: Click or tap here to enter text.
5. Municipal Address of Location of Business (i.e.: Block, Lot or Legal Land Description): Click or tap here to enter text.
6. Primary Contact: Click or tap here to enter text.
7. Email Address: Click or tap here to enter text.
8. Phone Number: Click or tap here to enter text. (work)
9. Click or tap here to enter text. (home)
10. Click or tap here to enter text. (cell)

What product or service will your business provide?

Click or tap here to enter text.

Is this an existing business? Yes  Date Established: Click or tap to enter a date.

New Business:

1. **Form of business ownership:**

Sole Proprietorship  Date of registration: Click or tap to enter a date.

Partnership  Date of registration: Click or tap to enter a date.

Do you have a Partnership agreement signed? Yes  No

Corporation Yes  No  Date of incorporation: Click or tap to enter a date.

Business Year End Date: Click or tap to enter a date.

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

Name: Click or tap here to enter text. % of ownership: Click or tap here to enter text.

***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:

Click or tap here to enter text.

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

Click or tap here to enter text.

***Your Employees:***

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

Full-time: Click or tap here to enter text. Part-time: Click or tap here to enter text.

Skills Required:

Click or tap here to enter text.

***Your Competitors/Your Suppliers:***

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

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

Who will be your major suppliers?

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

How readily will you be able to switch suppliers?

Click or tap here to enter text.

What payment terms have you arranged with your suppliers?

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

Who will be your major customers?

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

Will you grant credit to your customers? Yes  No

If so, explain what your collection policy will be?

Click or tap here to enter text.

What kind/type of market research have you conducted?

Click or tap here to enter text.

***Pricing:***

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

|  |  |
| --- | --- |
| Materials/Labour | Approximate Cost |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

What price will you charge for your product or service? Click or tap here to enter text.

Is the price within range of your competitors? Yes  No  Unsure

Provide Examples:

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

***The Location and Estimated Size of Your Market:***

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

Click or tap here to enter text.

What will your share of that market be?

Click or tap here to enter text.

How have you arrived at this?

Click or tap here to enter text.

Is your business in a location that will be convenient for customers? Yes  No

Explain:

Click or tap here to enter text.

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

Click or tap here to enter text.

***Operating Requirements:***

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

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.
5. Click or tap here to enter text.

Identify business requirements with respect to size and type of premises. Will they be leased, and what deposit will be required?

Click or tap here to enter text.

What major pieces of equipment, furniture or fixtures will be required? Will they be leased or purchased?

Click or tap here to enter text.

***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:

Click or tap here to enter text.

***Your Business Success Factors:***

What are the strengths of your business?

Click or tap here to enter text.

What are the weaknesses of your business?

Click or tap here to enter text.

Why do you think your business will succeed?

Click or tap here to enter text.

***Your Future Growth:***

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

Click or tap here to enter text.

***Assumptions:***

What assumptions have you made in arriving at any of the foregoing conclusions?

List all sources of your information, be very specific.

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

***Risks:***

Outline all major risks:

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

Specify what you will do to minimize these risks:

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

***How much will this Project Cost:***

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

|  |  |
| --- | --- |
| ***Items Required*** | ***Cost ($)*** |
| Equipment (List Equipment) Click or tap here to enter text. | Click or tap here to enter text. |
| Tools (List Tools) Click or tap here to enter text. | Click or tap here to enter text. |
| Vehicles | Click or tap here to enter text. |
| Building/Land (Rent, Lease, Own) | Click or tap here to enter text. |
| Working Capital / Operating | Click or tap here to enter text. |
| Other Click or tap here to enter text. | Click or tap here to enter text. |
| Licenses Click or tap here to enter text. | Click or tap here to enter text. |
| WCB | Click or tap here to enter text. |
| **Sub-Total** | Click or tap here to enter text. |
| ***Items Currently Owned by Business*** |  |
| (List all equipment, tools & vehicles that you currently own) |  |
| a) | Click or tap here to enter text. |
| b) | Click or tap here to enter text. |
| c) | Click or tap here to enter text. |
| d) | Click or tap here to enter text. |
| e) | Click or tap here to enter text. |
| f) | Click or tap here to enter text. |
| **Sub-Total** | **Click or tap here to enter text.** |
| **Total** | **Click or tap here to enter text.** |

***Your Business Finances:***

What is the total project cost?

Click or tap here to enter text.

How much money do you want to borrow?

Click or tap here to enter text.

Specifically, what will the loan be used for?

Click or tap here to enter text.

What repayment terms are you considering?

Click or tap here to enter text.

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

Click or tap here to enter text.

**Key Business Relations**

**Bookkeeper Name:** Click or tap here to enter text.

**Accountant Name:** Click or tap here to enter text.

**Lawyer Name:** Click or tap here to enter text.

**Insurance Broker Name:** Click or tap here to enter text.

**Do you have a Life Insurance policy? YES  NO**

**If YES, please list:**

Click or tap here to enter text.

**COMMUNITY FUTURES LAKELAND**

**CLIENT QUESTIONNAIRE**

**Borrower:** Click or tap here to enter text.

**YES NO**

1. Are you aware of any environmental concerns in neighboring

Properties or surrounding areas?

1. 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)?

1. Do you dispose of or recycle any such hazardous materials?
2. Do you produce infectious waste (such as medical pathological

waste)?

1. 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?

1. Does the premises or property contain asbestos or urea

formaldehyde?

1. Are you aware of any concerns with respect to Radon gas

in the vicinity of your property?

1. Are there any, or have there ever been underground or above

ground storage tanks on the property?

1. Do you use any bulk gases (i.e., propane, butane, carbon

dioxide, nitrogen, ammonia) or store them?

1. Have any of your workers filed any complaints, or claims for

any environmental health reasons?

1. Does your insurance require annual environmental reviews or

assessments to determine environmental liabilities?

1. Are any special environmental permits pr licenses issued to you

(i.e., Federal, Provincial or Municipal)?

1. Does the property have any pits, ponds, lagoons, or other

dumping areas on site?

1. Does the property have any landfills, junkyards, incinerators

or otherwise, waste disposal facilities or buried wastes?

**YES NO**

1. 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.

Click or tap here to enter text.

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Click or tap here to enter text.

Click or tap here to enter text.

**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.**

Date: Click or tap to enter a date.

Signature: Click or tap here to enter text.

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***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** May be found in foam insulation, glue used to manufacture plywood,

**FORMALDEHYDE:** particle board, furniture. Air sampling is required to determine concentration.

**DIOXINS AND** Most commonly found in industries which use substantial quantities

**FURONS:** 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.