**Your Business**

**Plan Workbook**

(Please Fill Out And Return)

**A Road Map to Success**



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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:***

1. Company Name:
2. Street address, town, postal code:
3. Municipal Address of Location of Business (ie: Block, Lot or Legal Land Description):

1. Primary Contact:
2. Email Address:
3. Phone Number: (w) (h) (c)

What product or service will your business provide?

Is this an existing business? Existing

New

Date business established:

1. **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:

1. 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.

|  |  |
| --- | --- |
| ***Items Required*** | ***Cost ($)*** |
| Equipment (List Equipment) |  |
| Tools (List Tools) |  |
| Vehicles |  |
| Building/Land (Rent, Lease, Own) |  |
| Working Capital / Operating |  |
| Other (list) |  |
| Licenses |  |
| WCB |  |
| ***Sub-Total*** |  |
| ***Items Currently Owned by Business*** |  |
| (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.**

**COMMUNITY FUTURES LAKELAND**

**CLIENT QUESTIONNAIRE**

**BORROWER:**

**YES NO**

1. Are you aware of any environmental concerns in neighbouring \_\_\_\_ \_\_\_\_

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 or 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 other waste disposal facilities or buried wastes?

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.

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** 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 of

**FURONS:** 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.