

Suggested Outline of Business Plan

COVER SHEET

STATEMENT OF PURPOSE

TABLE OF CONTENTS

- I. THE BUSINESS
 - A) Description of Business
 - B) Market
 - C) Competition
 - D) Location of Business
 - E) Management
 - F) Personnel
 - G) Application and Expected Effect of Loan

- II. FINANCIAL DATA
 - A) Sources and Application of Funding
 - B) Capital Equipment List
 - C) Balance Sheet
 - D) Income Projections (new businesses or changes to existing)
 - Three Years Summary
 - Detail by Month for First Year
 - Notes of Explanation
 - E) Historical Financial Report
 - Balance Sheets for Past Three Years
 - Income Statements for Past Three Years
 - Business & Personal Tax Returns for Past Three Years

- III. SUPPORTING DOCUMENTS
 - A) Personal Resumes
 - B) Personal Financial Statements
 - C) Letters of Reference
 - D) Letters of Intent
 - E) Copies of Leases and Contracts
 - F) Copies of licenses and other legal documents
 - G) Anything Else of Relevance to the Business Plan