

BUSINESS HISTORY & DESCRIPTION

Please provide a separate sheet if additional space is required.



COMPANY NAME _____

COMPANY LOCATION _____

FEDERAL ID NUMBER _____ DUNS NUMBER _____ NAICS CODE _____

THE COMPANY

A. What type of business do you own or propose to own?

B. What is the current stage of development (start-up, expansion, rapid growth, stable operations)?

C. When did you buy or start this business? Why did you buy or start this business?

D. Explain how the company has evolved (or will evolve) under your leadership.

E. How has the company changed recently?

F. If you have previous SBA financing, what is the present loan balance and guarantee percent to the bank?

G. If the company is a franchise, how does the franchise impact the operations?

FUNDING SUMMARY

- A. Who is requesting the funds? _____
- B. For what purpose? _____

- C. How will your business benefit?

- D. How will the funds be repaid?

- E. How much are you investing? What is the source of the investment?

- F. What collateral will be used to secure a loan (building, equipment, inventory, home, etc.)?

- G. Summarize the financial projections. (Include start-up expenses, yearly gross profits, new profits, break-even, return on investment and cash flows.) Attach three years annual projections and for a start-up also include month-by-month cash flow projections for year one. Written assumptions for the projections are required to explain the basis for the numbers.

COMPANY OWNERSHIP / ORGANIZATIONAL STRUCTURE

- A. Who are the principals and what are the proportions of ownership?

- B. How is the business structured (corporation, LLC, etc.)?

A. List proposed salaries and wages for management and employees. Are they consistent with industry norms?

B. If you will be using independent contractors, have you discussed this with the Kansas Department of Revenue and/or the IRS to make sure they are not considered employees?

C. Describe the local labor market in terms of local unemployment rates, education, background and experience. Where will you find your new employees?

C. What is the current status or project opening?

D. For existing business: What is the history of the business? How has the business evolved?

DESCRIPTION OF PRODUCTS/SERVICES

A. Describe your product(s) / service(s).

B. Discuss any opportunities for the expansion of the product line or the development of related products or services.

C. Do you have letters of intent from prospective suppliers? What support will they give your company?

COMPANY LOCATION AND FACILITIES

A. What is your proposed location and why did you choose it?

B. Will the building be rented, leased or owned? If rented or leased, include terms.

C. What are the terms of the contract? (Include copies of supporting documents)

D. Describe the proposed location? (type of building, size, features, etc.)

E. Are you relocating your business operations? Or adding an additional location?

F. What renovations will be needed and at what cost? How will they impact your lease? (Include quotes)

G. How much can your business expand before you will be forced to move or add on to the present building?

H. What equipment and furnishings will you need (i.e. desks, chairs, computers, etc.)? What is the estimated cost for these items? (Include quotes)

LICENSES/PERMITS/REGULATIONS

A. What licenses or permits are you required to obtain? How long does it take to get them?

B. Is your business affected by zoning, ADA, OSHA regulations? Explain.

START UP COSTS

A. Provide an itemized list of anticipated start-up costs.

Description	Estimate Cost
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
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B. Have you already incurred any start-up costs? Explain.

MANAGEMENT SUMMARY

A. List the members of the management team and summarize their experience. Describe their functions with the business. Include resumes.

B. Who is on your board of directors? Who are your major stockholders and what is their role in management?

C. Explain any management gaps and weaknesses and specify how they will be corrected.

D. List by name and firm the professionals you will engage to assist with management functions (i.e. lawyer, accountant, outside consultants, etc.)

E. How often will financial statements be prepared? Who will review the financial statements?

PRODUCT LINE

A. Provide detail on the type of products sold or services you offer?

B. Are you planning any new product and/or service offerings? If yes, describe.

THE MARKET

A. What markets are accessed? Describe your company's market area.

B. What is the forecast for the market? Is the market growing? Shrinking? Changing in emphasis? (Include statistical and trade information supporting trends, as applicable)

C. Describe the type of marketing programs used by your company.

D. Describe who your company's customers are. (age, demographics, income, etc.)

E. What are the sales levels of the company? What is your market share? (Cross reference with cash flow explanations and projections).

THE COMPETITION

A. What is your company's niche in the market? How will you set yourself apart?

B. Who are the main competitors? How do you deal with the competitors?

C. What sets your company apart from this competition?

D. What methods of advertising and promotion will be used and why will they work?

EMPLOYMENT

A. How many employees do you currently employ? _____ Full-time _____ Part-Time

B. As a result of this project how many new employees do you project will be added in the next 2 years?
_____ Full-time _____ Part-time

C. Provide the type of position, details of responsibilities and proposed wages/salary for each new position.

INSURANCE/BONDING

A. Describe the insurance coverage you have to protect both the company and employees. (i.e. liability, property, workers compensation, etc.)

B. Will you or your employees be bonded?

C. Will your company provide employee benefits for you and/or your employees? Explain, and include copies of supporting documents.

PROFESSIONAL ASSOCIATIONS

A. What associations do you and/or your company belong to?

B. Are there any conferences or trade shows you attend or participate in?

C. Are there any trade publications you subscribe to?
