

Company Name:

Business Plan

Company Address:

Phone number: _____

E-mail: _____

Author's name:

Date

___ / ___ / 20___

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1. Executive Summary

1.1 *Business Owner*

Who are you and what qualifies you to operate this business?

1.2 *Product / Service*

What is the product or service (brief description)?

1.3 *Mission Statement*

Briefly describe what you will do to be successful and guiding principles (service, quality, community focus, passion for the business, etc)

1.4 Company Structure

Describe the structure of your business? Include any variations such as seasonal employment fluctuations, etc...

1.5 Target Market

Who are the customers?

1.5.1 Would you describe your business as:

- A. Business B2B (business to business)*
 - B. B2C (business to consumer)*
 - C. B2G (business to government)*
- * Delete as necessary

Briefly explain...

1.6 Current Opportunity

Why is this opportunity currently available to you? Established supplier, new idea, no competition, specialist skill, etc...

1.7 *Projection of Business Future*

What is the future of the business? Limited (time) opportunity or timeless, etc...

1.8 *Financial Summary*

i. Total amount of funds sought for venture:

£ _____

ii. Total amount of estimated startup costs:

£ _____

iii. Total amount of projected average monthly expenses:

£ _____

iv. Total amount of projected average monthly revenue:

£ _____

2. Operations Plan

2.1 Location or locations

List operational premises or the last 3 locations your business carried out a service? Include the product or service fulfilled.

2.2 Operation

Explain the operating characteristics of your business? Include when your business will or did open, typical working hours and whether it is seasonal or not.

2.3 Organisation Structure and Employees

Is your company: Sole*, Joint*, Corporation*, Other _____
* delete as necessary

List employee types. Include primary responsibility, special skills, knowledge or education.

2.4 Space and capacity

2.4.1 Describe how space may effect your production. Include space needs for production current and future.

2.4.2 Explain how much product/service you can provide in a certain time frame.

2.5 Current equipment owned or available to the company

List equipment owned by the company and equipment available to use by the company and the arrangement of use.

3 Financial Plan

3.1 *Product, Service and Supply*

List your products and/or services giving indicative prices and details on the supply chain.

3.2 *Funding Sources*

List any other funding sources and the value received from each source.

3.3 *Cash Flow*

Complete the statement over page.

3.4 *Portfolio*

Optional

CASHFLOW FORECAST TEMPLATE -												
COMPANY NAME												
CASH IN HAND AT BEGINNING OF PERIOD	1	2	3	4	5	6	7	8	9	10	11	12
	0	0	0	0	0	0	0	0	0	0	0	0
CASH IN												
Cash sales excluding VAT	0	0	0	0	0	0	0	0	0	0	0	0
VAT invoiced	0	0	0	0	0	0	0	0	0	0	0	0
Other external finance/loans	0	0	0	0	0	0	0	0	0	0	0	0
Other specific cash inflow	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL CASH RECEIPTS	0	0	0	0	0	0	0	0	0	0	0	0
CASH PAID OUT												
Premises (rent, rates)	0	0	0	0	0	0	0	0	0	0	0	0
Power (light, heat, electricity, gas)	0	0	0	0	0	0	0	0	0	0	0	0
Telephone	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	0	0	0	0	0	0	0	0	0	0	0	0
Postage and carriage	0	0	0	0	0	0	0	0	0	0	0	0
Interest and bank charges payable	0	0	0	0	0	0	0	0	0	0	0	0
Stationery	0	0	0	0	0	0	0	0	0	0	0	0
Drawings, wages or salaries	0	0	0	0	0	0	0	0	0	0	0	0
Equipment hire	0	0	0	0	0	0	0	0	0	0	0	0
Motor expenses	0	0	0	0	0	0	0	0	0	0	0	0
Accountancy fees	0	0	0	0	0	0	0	0	0	0	0	0
Legal/professional fees	0	0	0	0	0	0	0	0	0	0	0	0
Depreciation	0	0	0	0	0	0	0	0	0	0	0	0
<i>Other specific expenses</i>	0	0	0	0	0	0	0	0	0	0	0	0
OPERATING EXPENSES SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0
Bad-debt provision	0	0	0	0	0	0	0	0	0	0	0	0
Plant and other capital expenditure	0	0	0	0	0	0	0	0	0	0	0	0
Loan and financing repayments	0	0	0	0	0	0	0	0	0	0	0	0
Repayment of directors loans	0	0	0	0	0	0	0	0	0	0	0	0
VAT payment due to HM Revenue & Customs	0	0	0	0	0	0	0	0	0	0	0	0
Other specific financing payments	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL CASH PAID OUT	0	0	0	0	0	0	0	0	0	0	0	0
NET CASHFLOW FOR PERIOD	0	0	0	0	0	0	0	0	0	0	0	0
CASH BALANCE	0	0	0	0	0	0	0	0	0	0	0	0