



DESCRIBE THE COMPANY/BUSINESS

(Past and Present, history of profitability, wholesaler, retailer, manufacturer or service provider, key personnel, etc.)

DESCRIBE YOUR PRODUCTS OR SERVICES

(What is your trade area? Are your sales seasonal?)

DESCRIBE YOUR CUSTOMER

(Who? Market Segment? Key Customers?)

LIST KEY SUPPLIERS

(What would you do if you lost a key supplier?)

LIST AT LEAST THREE MAJOR COMPETITORS

(How does your business differ from theirs?)

HOW DO YOU MARKET YOUR PRODUCTS OR SERVICES?

(Types of advertising, direct mail, outside sales, etc.)

BUSINESS LOCATION

(What is the size (sf) of your current facility and lot?)

Is the business now (or to be) located in leased or owned space?

Leased: Now Will be leased

Owned: Now Will be owned

If leased, when does the lease expire? _____

If moving to a new location, describe the affect on your business. (size, access, competition)

HOW WILL THIS LOAN AFFECT YOUR COMPANY?

(Credit not otherwise available? Terms not otherwise available?)

JOB CREATION

(If any)

What is the current number of full-time employees? _____ part-time employees? _____

After the loan, what will be the number of full-time employees? _____ part-time employees? _____

FUTURE EXPANSION

(Does your company have plans for future expansion? Please describe)

NOTE: We need a business plan for start-up and turn around/change situations

Signature

Title

Date