

The business (*Cross out the one which does not apply to you)

a Name _____

b Address _____

c Limited Company/Partnership/Sole Trader* _____

d What does your business do?

e Date you started trading
 (date you will start if you have a new business) _____

f Date business was set up
 (if different from e above) _____

g What is your mission statement and what are your aims?

h Capital structure

● Limited Company Shareholders Paid-up value of shares held % of total

100%

● Partnerships and Sole Traders Amount of capital % of total
 Name

100%

Key staff

Name, age and qualifications	Position	Date joined	Salary

Please also attach full details on separate sheets of your staff's past experience, job responsibilities and general health.

Number of employees (including directors or partners) _____

- d • Turnover expected in first year £
-
- Sales break-even figure $(\text{Total Fixed Costs} \times 100)$ £
- Gross Profit Margin %
-
- Reasons why you think you can achieve your expected turnover:

- e Has your product or service been market tested? Yes No

If you have ticked 'Yes', say who the customers were - attach firm orders or copies of letters from people saying they will be your customers.

- f Marketing and sales methods you plan to use including the costs involved:

g Buying

- Who are your major suppliers?
- Are there alternatives?
- What are the advantages of buying from the suppliers shown above?

h Production or operation

Please describe briefly your methods of production or operation, if any:

Business premises (*Cross out the one which does not apply to you)

Freehold/Leasehold*

- a Valuation (give circumstances, for example "open market" or "forced sale value" and date) £

Mortgage you owe plus name of mortgagee (if any) £

Rates Per year £
dates you pay your rates

- b Size (in square feet)
 How much production space do you have?
 How much office space do you have?

If leasehold
Term of lease

How long is left on the lease?

Will you be able to renew the lease? Yes No

Rent per year £

How often do you pay?

When is the next rent review?

How often are the reviews?

Who is responsible for repairs?

- inside the building
- outside the building

Plant and machinery, equipment and vehicles

a	Description of equipment you have	Date it will be replaced	If you have hired it or bought it with a loan, how much do you still owe? £	Current value £

b Do you think there will be more expense in this area during the next 12 months, but you have not included this in the financial needs section of the plan?
(please tick) Yes No

c If your answer to (b) is 'Yes', please give details on a separate sheet of the extra expense and how you will finance it.

Assets you have as security

Business	
Description	Value (to include circumstances, for example "open market" or "forced sale value" and date)

Personal	
Description	Value (to include circumstances, for example "open market" or "forced sale value" and date)

Financial needs

Amount you need and what you need it for
(Please give details of each item if necessary)

Total cost of project	£
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To be provided by:

Your own resources	£
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Grants	£
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Other sources (please give details)	£
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	£
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	£
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What do you need from the bank?	£
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Overdraft (depending on your cashflow)	£
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Loan and term (years)	£
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Other (please give details)	£
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Total you need from the bank	£
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Total (to agree with the cost of the project)	£
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