



BUSINESS PLAN *worksheet*

Be very detailed in the following information. The more detail you provide increases the likelihood that this plan will produce the results you want. If you need to do research, this plan is worth taking the necessary time to draft a professional and effective business plan. This business plan will not only act as your business guide, but also serve you in applying for loans, expanding your business, etc. Your final presentation of this plan should be well designed and printed on as many sheets as it takes, using high quality paper.

Your business plan needs to be written in this order:

1. Describe your products and or services in detail.
2. Describe your staff. Include information about their expertise, experience, education, overall qualifications and value to your business.
3. Discuss your market and explain why your business is needed.
4. Define in detail your strategy in delivering your product/services to your market.
5. Define your businesses' financial timeline outlining your costs of doing business as well as your sales projections and profits expected for the next 10 years.

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