

Business Plan

Executive Summary

There are 4 basic elements of this part of the plan. The last element is usually done after the rest of the plan has been written. However, go ahead and fill out the below to get your first draft.

Part 1: Name and location of your business.

Name of Business: _____

Location of Business: _____

Date Business Started: _____

Any other Names Business is known: _____

Your tagline: _____

Part 2: Provided Products/Services

How many products do you have: _____

What products or services do you provide: _____

How do you deliver those products to the customer: _____

Part 3: Vision & Mission Statements

Attach your statements from the exercise Mission and Vision Statements in the previous section.

Part 4: Your Purpose for this Plan

What is a clear and concise reason you are submitting this plan to someone?

