



Your Bank For *Life*

# Business Plan

Use this business plan to get started and to collect and organize information relevant for your business loan request.

## Cover Sheet:

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Name of Business

Name(s) of Owners

Address

Phone Number

## Statement of Purpose:

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State the requested amount and purpose of the loan.

## Section One: **The Business**

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- Product/Service

- Market

- Location

- Competition

- Management

- Personnel

## Section Two: **Financial Data**

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- Sources and Applications of Funding

- Capital Equipment List

- Balance Sheet

- Break-Even Analysis

## Section Two: **Financial Data**

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- Income Projects (Profit and Loss Summary)

1. Three-Year Summary

2. Detail by Quarter for the Three Years

- Cash Flow Projections

- Historical Financial Reports for Business

1. Balance Sheet for past three years

2. Income Statements for Past Three Years

3. Tax Returns for Past Three Years