

List of Required Items to Construct a Business Plan

1. Name of Company
2. Address of Corporate Headquarters
3. Date in which the company was incorporated
4. Listing and address of all Company locations
5. Company Organizational Chart (i.e. List the names, responsibilities, and positions of top management)
6. Company Mission Statement
7. Work Experience of top executives
8. Description of the Company's business and target markets.
9. Description of Company's Products and Services
10. List any contracts made with customers or vendors
11. Provide Company's Market/Industry Information (i.e. competitors and Company's market share)
12. Companies projected number of employees over the next three years.
13. Companies Marketing and Advertising plan and cost for the next three years.
14. Companies plan for expansion over the next three years.
15. Please provide financial statements for the last three years including:
 - a. A detail of all start-up costs
 - b. Annual Projected Sales for the next three years. If possible projected sales by product.
 - c. Annual Projected Cost of Sales for the next three years. If possible projected Cost of Sales by product.
 - d. Annual Projected Sales, Marketing, and General & Administrative expenses for the next three years.