

**DESCRIBE THE COMPANY/BUSINESS**

(Past and Present, history of profitability, wholesaler, retailer, manufacturer or service provider, key personnel, etc.)

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**DESCRIBE YOUR PRODUCTS OR SERVICES**

(What is your trade area? Are your sales seasonal?)

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**DESCRIBE YOUR CUSTOMER**

(Who? Market Segment? Key Customers?)

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**LIST KEY SUPPLIERS**

(What would you do if you lost a key supplier?)

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**LIST AT LEAST THREE MAJOR COMPETITORS**

(How does your business differ from theirs?)

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**HOW DO YOU MARKET YOUR PRODUCTS OR SERVICES?**

(Types of advertising, direct mail, outside sales, etc.)

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**BUSINESS LOCATION**

(What is the size (sf) of your current facility and lot?)

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Is the business now (or to be) located in leased or owned space?

Leased:  Now  Will be leased

Owned:  Now  Will be owned

If leased, when does the lease expire? \_\_\_\_\_

If moving to a new location, describe the affect on your business. (size, access, competition)

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**HOW WILL THIS LOAN AFFECT YOUR COMPANY?**

(Credit not otherwise available? Terms not otherwise available?)

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**JOB CREATION**

(If any)

What is the current number of full-time employees? \_\_\_\_\_ part-time employees? \_\_\_\_\_

After the loan, what will be the number of full-time employees? \_\_\_\_\_ part-time employees? \_\_\_\_\_

**FUTURE EXPANSION**

(Does your company have plans for future expansion? Please describe)

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**NOTE: We need a business plan for start-up and turn around/change situations**

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Signature

Title

Date