SUGGESTED LOAN PACKAGE OUTLINE

1. Cover letter to financial institution requesting loan

2. Financial institution’s loan application completed, dated, and signed

3. Business plan
   - Introduction
   - Mission
   - Objectives/Goals
   - Product/Service Description
   - Marketing
   - Management

4. Financial (when applicable)
   - 3 years company Income Tax Returns
   - 3 years personal Income Tax Returns
   - Current Profit & Loss Statement (within 60 - 90 days)
   - Current Balance Sheet (Within 60 - 90 days)
   - Current Personal Balance Sheet
   - Aging of Accounts Receivable / Payable
   - Reconciliation of Net Worth
   - Earnings projections on monthly basis (1 year where financial statements available; 3 years if unavailable)

5. Research & development or future plans (if applicable)

6. Appendices (other pertinent information not necessary to actual loan application but will give added dimension to your plan. i.e. - good reference letters, lists of satisfied customers, signed & verifiable purchase orders to be filled, photos of facility / work, etc.)

Important: If you are submitting this business plan for use in obtaining investment capital, it is important to obtain legal assistance.