

SUGGESTED LOAN PACKAGE OUTLINE

#1: Cover letter to financial institutions requesting loan

- Make sure it is easy to read and gets to the point, it should include: loan amount, planned use of funds, explanation of why you should be funded, and details about how you plan to repay your loan.

#2: Financial institution's loan application completed, dated, and signed

#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)

#3: Business plan

- Introduction
 - Mission
 - Objectives/Goals
- Product/Service Description
- Financial Management
 - Marketing
 - Management

#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.

#5: Research & development or future plans (if applicable)

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