

BUSINESS PLANNING INFORMATION SHEET

Date: _____

1. Person Interviewed:

Name: _____

Address: _____

Office Telephone: _____ Email: _____

Fax: _____

Home Telephone: _____

Home Address: _____

2. What business are you engaged in?

3. Who are the owners?

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

4. What does each of them bring to the business?

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

5. Where do you operate the business?

Initially: _____

Later (when): _____

If more than one location, list the others (the one above should be the principal office location)

John H. Baker III

Attorney at Law

Bullock, Fly, Hornsby & Evans

302 N. Spring Street, P. O. Box 398

Murfreesboro, Tennessee 37133-0398

(615) 896-4154, FAX: (615) 896-4152, E-mail: john@bakercounsel.com

Do you conduct any activities in states other than Tennessee? _____

If yes, please describe: _____

6. What name do you use for the business?

(1) _____

What alternatives or variations?

(2) _____

(3) _____

6a Does the business use any trademarks on the products it sells (or service marks on the service it sells)? _____

If yes,

(a) What mark(s) are used? _____

(b) What products or services do they identify? _____

(c) Over what geographical region(s) are the mark(s) used? _____

(d) When was (or will be) the first use of the mark(s)? _____

(e) Have trademark searches been conducted to find possible conflicting marks? _____

7. Do you have an accountant? Person: _____

Firm: _____

8. Do you have an insurance agent for the business? Person: _____

Agency: _____

9. Have you developed a business plan? _____

If yes: (a) Please give us a copy

(b) Did anyone work with you in developing the plan? _____

If no: We strongly encourage you to prepare a business plan, and we have some materials to help you do that. We also can recommend people who can help you.

10. Who are the officers of the business?

(a) President: _____

(b) Vice President: _____

(c) Secretary: _____

(d) Treasurer: _____

(e) Other: _____

11. What is the maximum number of persons that are employed in the business?

(a) in the next 3 months? _____

(b) in the next 12 months? _____

(c) in the next 3 years? _____

12. Has the business incurred losses (if yes, about how much and in what time periods)?

13. Has the business been successful? About how much will its earnings be (after deducting moderate salaries for the owner-employees)?

(a) this year? _____

(b) next year? _____

(c) in five years? _____

14. Does the business own any assets that could increase in value over the years (e.g. real estate, trademarks)?

John H. Baker III

Attorney at Law

Bullock, Fly, Hornsby & Evans

302 N. Spring Street, P. O. Box 398

Murfreesboro, Tennessee 37133-0398

(615) 896-4154, FAX: (615) 896-4152, E-mail: john@bakercounsel.com

15. How is the business financed?

(a) How much have the principal owners invested (e.g., cash, assets) _____

(b) Is bank financing used? (How much? What kinds of loans? What security available?)

(c) Has other financing been pursued? (e.g. other investors, SBIC loan, grants _____

(d) Other comments: _____

16. Are all of the business owners individual persons? _____

If not, what kinds of organizations, trusts or accounts will also be owners?

17. Are all of the business owners employed full time with the business? _____

For any that are not: (a) How active are they? (b) What are they contributing to the
business? (c) Generally, what do they expect to get out of the business?

18. Are any of the business owners elderly, near retirement age, or in ill health?

19. Will the business involve selling any product or manufacturing or building anything? If yes,
what? _____

20. Is the business a type that may generate lawsuits or claims? _____

21. Does the business use any hazardous substances or otherwise involve risk to the environment, or health risks to its employees, customers or others? _____

22. What types of insurance does the business carry? _____

23. Does the business have many trade creditors (e.g. each owed a little)? _____

24. Does the business have any creditors who will require personal guarantees from the owners?

25. Do the business owners have completed estates plans?

26. Is there a buy/sell agreement in effect? _____
If yes, (a) may we have a copy? _____
(b) is it funded? _____
If no, we encourage you to have one prepared.