

## Business Plan Instructions/Format

Please provide the following information. Your business plan format should correspond with the numbered paragraphs.

1. A summary of business growth and profitability from inception to present date.
2. Gross sales expectations for this and the next fiscal year. Break down of the work you expect to be bonded and the percentage you expect to be unbonded.
3. Anticipated changes in the business structure in the near future (such as incorporation).
4. Anticipated changes in the type or location of work, or the manner in which work is to be performed.
5. Management experience and continuity.
6. Key employees and their responsibilities.
7. Key equipment used for your work.
8. Type of work performed by you versus work let to subcontractors, with percentage of the total work attributable to each.
9. Plans for business activity for the next 12 months.