**Unique Primary Tradelines, Inc.**

Raleigh, NC 27601

**Office**: 855.932.3223

**Mobile**: 984-920-1451

## Attn: Unique Primary Tradelines Customer

Thank you for your interest in doing your business plan through Unique Primary Tradelines, Inc. We are very dedicated to providing the most professional and effective business plan for you and your company. Please fill in the answers to the following questions. Capitalize where necessary because your care now will assist and enhance any editing necessary in the final phase. As soon as you are done, email to **aworldjai@yahoo.com**. As soon as we receive your answers, we’ll begin completing your plan for you. We are always as close as your phone with our phone customer service with business plan consultants always ready to help you. Simply call **855-932-3223** or **984-920-1451** to speak to one of our friendly staff. Whether a startup or existing business, answer the best you can.

**Fill in the answers to the following questions. Capitalize where necessary because your care now will assist and enhance any editing necessary in the final phase. Try to be as thorough as possible.**

**Text Questions For Start Ups and Existing Businesses: Start Up: \_\_\_\_. Expansion of Co.: \_\_\_\_.**

**1. -** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]. **1 a. - Profit \_\_\_. Non-Profit \_\_\_.**

**What is your company name?**

**2a. -** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]. **2b. - Saw Ad In [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].**

**What is the street portion of your address? Example: Sun-Sentinel, Tribune, WSJ, USA Today**

**3a. -** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] **3b**. – [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

## What city is in your address? What County?

**4. -** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] **5a. -** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] **5b.** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

**What state? What zip code? Keyword or Search Word used on Internet?**

**6. -** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] **6a. -** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

## Office Phone (\*\*\*)\*\*\*-\*\*\*\* Fax phone (\*\*\*)\*\*\*-\*\*\*\*

**7.** - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

# Email Address

**Name the company’s three primary sources of revenue for your business**

**7a. -** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] **Examples:** Sales of ceramic tile or

**7b. -** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] Sales of educational courses or Painting

**7c. -** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] Contracts or..

**Complete! The company is in the business of:**

**8. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** making shower enclosures…. or repairing damaged driveways….

or manufacturing plastic injection molding machines… or ……

**9. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** selling auto parts…. or constructing screen enclosures…...

**10. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** providinga faster and better way to clean and sanitize carpet….

or designing and fabricating draperies…… or ………..

**11. – The company start date: month [\_\_\_\_\_] year [\_\_\_\_\_\_\_\_].**

**Example:** July 2016

**Complete! The inspiration for the company was a need to provide:**

**12. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** clothing with style at a great price… or a restaurant with

excellent food and a charming atmosphere…… or

**Complete! Company Operations are in: \_\_\_ and will expand to the following areas:**

**13. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** City, Size, Square Footage, Going National or Going International

**Complete! The Company is a:**

**14a - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** Sole Proprietorship or Partnership or Corporation.

**Complete! The Company Business Attorney is or Assign or Find us a Business Attorney**

**14b – [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** Our Attorney is John Smith or Please assign us a Business Attorney.

**14c –** **Should we forward a copy of your completed business plan to the attorney whether it be yours or one we assigned? Yes \_\_\_\_\_\_\_\_\_\_\_\_ or No \_\_\_\_\_\_\_\_\_\_\_\_?**

**Complete! Principal Ownership is held by:**

**15. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** Tom Smith or The **XYZ** Group or Tom Smith, Bob Jones &

Carol Thomas.

**Complete! Principal Ownership Control, what % of the Company.**

**16. - [\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** 51, 60, 90 or 100 %.

**Complete! The Company is particularly proud of the fact that:**

**17a. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** The company is the first to be open 24 hrs a day or..

The company is the first to serve bagels in our town… or ……

**Complete! The Company is also particularly proud of the fact that:**

**17b. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** The company has a 100% customer Satisfaction Guarantee or The company

can paint an average size home completely in three days

**Complete! The founders of the Company will be investing.**

**18. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** all of the money at the beginning…. or 25% of the start-up

costs… or all of the equipment and inventory… or …….

**Complete! The total amount needed for the business:**

**19. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** 30,000.00 or 50,000.00.

**Complete! After the owners’ portion, what is the balance needed?**

**20. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example**: Investors 50% of 30,000.00 = 15,000.00 Balance Needed

15,000.00.

**Complete! Money received including owner’s portion will be allocated as follows.**

**21. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** 10,000.00 equipment; 10,000.00. Leased premises; 10,000.00.

Miscellaneous operating expenses.

**Complete! The location(s) other than the primary location will be (Include Square Footage):**

**22. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** Palm Beach, Fla. and Jacksonville, Fla…. or near downtown

and around the university…. or ……..

**Complete!**  **Features of the core product (if applicable) are:**

**23a. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** The company product is more durable and comes in designer colors or The

company’s finished parts have a 99% customer satisfaction experience.

**Complete! Strengths of products (if applicable)** **include that the product(s):**

**23b. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** don’t fade and stay shiny…or can be generated at our facility quickly

and are consistently of the highest quality…. or …….

**Complete!**  **Main features and benefits of the company’s services include:**

**24a. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example**: all company employees are screened and drug tested.

**Complete! Strengths and Capabilities of the company’s main service**

**24b**. **- [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** The company provides plumbing services within 12 hrs and captures

a bigger market share because of quick response

**Complete! Three major competitors are:**

**25a. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**25b. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**25c. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example: ABC** Carpet

**XYZ** Carpet

**1 2 3** Carpet

**Complete! Important details of what the industry is doing include:**

**26. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** Computers are getting cheaper and faster… or paints

are becoming more durable and brighter… or consumers

are getting more knowledgeable and less cooperative.

**Complete! In the company’s line of work, it feels the marketplace requires:**

**27. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** Carpet cleaning will always be necessary or people

will always want their cars washed.

**Complete! Needs of the consumers are:**

**28. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** Auto parts that are reliable and priced right or Courteous

and prompt service for their printing.

**Complete! Two negative things about its competition include that:**

**29a. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

### Example: their prices are higher and their employees are not as friendly…

or they’re only open limited hours and they don’t offer a 100%

customer satisfaction guarantee policy…. or ………

**Complete! Reference to question 29a, the company on the other hand offers;**

**29b. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example**: Lower prices and friendlier service… or extended hours

and a 100% customer satisfaction guarantee policy…. or ….

**Complete! The best places to locate centers for the company’s products are:**

**30a. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Examples:** in shopping centers… or on busy streets… or where major

industrial complexes are ….. or ……

**Complete! The advantages for locating centers where the company chooses include:**

**30b. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Examples:** The company receives more traffic and it pay less rent…. or the local

residents frequent restaurants and order complete dinners… or …

**Complete! The primary ways that the company markets what it does is;**

**31a. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** Online Internet exposure through search engine

optimization and extensive mailings

**Complete! The primary reason why we market through the outlets that**

**we do is that:**

**31b. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** Costs are minimal; effectiveness is really high and branding

recognition is enhanced.

**Complete! Our primary focus in the marketplace is:**

**32. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** To provide more quality at a lower price.

**Complete! Total Sales Projected for the end of the year 2018: IMPORTANT!**

**32b. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** $1,200,000.00

**Complete! Total Sales Projected for the following year 2019: IMPORTANT!**

**32c. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** $ 1,300,000.00

**Complete! Total Sales Projected for the year after that 2020: IMPORTANT!**

**32d. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** $ 1,500,000.00

**Complete! Total Sales Projected for the year after that 2021: IMPORTANT!**

**32d. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Example:** $ 1,500,000.00

**Complete! Name the top three positions in the company along with their titles:**

**33a. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] 33b. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Person #1 Person # 1 Title**

**34a. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] 34b. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Person # 2 Person # 2 Title**

**35a. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] 35b. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Person # 3 Person # 3 Title**

**33c. – [As in Prior Questions] For person # 1, complete a four to eight-line paragraph with their name, title, accomplishments, education, skills and expertise. PLEASE DO IN THIRD PERSON!**

|  |
| --- |

**34c. – [As in Prior Questions] For person # 2 complete a four to eight line paragraph part with their name, title, accomplishments, education, skills and expertise:**

|  |
| --- |

**35c. – [As in Prior Questions] For person # 3 complete a four to eight line**

**paragraph with their name, title, accomplishments, education, skills and expertise:**

|  |
| --- |

**Complete! The company total current assets are:**

**36. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Complete! The company total current liabilities are:**

**37. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**This represents money that the company owes.**

**Current Ratio is Current Assets divided by current liabilities:**

**\_ \_# 36\_\_\_= Current Ratio**

**# 37**

**38. - [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] = Current Ratio**

**Figured Automatically**

| **\_\_\_No. 39+No.40+No.41\_\_= Quick** No. 42 Ratio |
| --- |

**Complete! The company current cash available is:**

**39. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Cash in all accounts combined.**

**The value of the company’s total investments is:**

**40. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**The total value of the accounts receivables of the company is:**

**41. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**This represents money that is owed to the company.**

**The total of the current liabilities of the company is:**

**42. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

| **\_\_\_No. 39+No.40+No.41\_\_= Quick** No. 42 Ratio |
| --- |

### Quick Ratio is:

**43. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] = Quick Ratio**

**Figured Automatically**

**Complete! The company net profit is:**

**44. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

Net profit margin is the total cost of what you sell less all attributable costs to produce, handle and distribute including the administrative costs product**.**

**Example:** Hurricane Shatter Delivered Price is $ 50.00 minus, $15 to produce, $ 5.00 to handle and $ 5.00 to distribute and $ 5.00 Admin = $ 20.00 Net Profit Margin.

**Complete! The company’s gross revenue on sales is:**

**45. – $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**46. - Net Profit**

| **\_\_\_\_No.44\_\_\_ = No.46 Net Profit**  **No.45 Margin Ratio.**  **Gross Revenue Sales** |
| --- |

### 47. - Net Profit

#### 

| \_\_\_No.44\_\_\_ = R O I Return on **No.36 Investment**  **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] %** Figured Automatically |
| --- |

**Complete! Forecasted Net Profit for this year to be:**

**48. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Total Assets (+) Years**

**Annual Net Profit (-)**

**Total Liabilities (=)**

**Net Worth.**

**No. 36 + No. 48 – No. 37 = Forecasted Net Worth**

**At End of 1st Year.**

**49. - $ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] = Forecasted Net Worth**

**Figured Automatically At End of 1st Year.**

**50. – Name the company’s goals for the next six months, one-year and three years.**

**[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**51. – Name any alliances the company may have at this time:**

**[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**52. – Does the company have a website? [\_\_\_\_\_\_\_\_\_\_\_] If yes, complete the next line:**

**http://www. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**If no, are there plans for a website, a shopping cart, Visa/MC online, etc.?**

**Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

| **Balance Sheet** |  |  |  |
| --- | --- | --- | --- |
| **IMPORTANT! Please Fill In Details** |  |  |  |
| **Category** | **2018** | **2019** | **2020** |
| **Assets** |  |  |  |
|  |  |  |  |
| **Current Assets:** |  |  |  |
| Cash | $0.00 | $0.00 | $0.00 |
| Accounts Receivable | $0.00 | $0.00 | $0.00 |
| Inventories | $0.00 | $0.00 | $0.00 |
| Prepaid Items | $0.00 | $0.00 | $0.00 |
| Investment Portfolio | $0.00 | $0.00 | $0.00 |
| Other | $0.00 | $0.00 | $0.00 |
| **Total Current Assets:** | $0.00 | $0.00 | $0.00 |
|  |  |  |  |
| **Fixed Assets:** | $0.00 | $0.00 | $0.00 |
| Land | $0.00 | $0.00 | $0.00 |
| Buildings | $0.00 | $0.00 | $0.00 |
| Equipment | $0.00 | $0.00 | $0.00 |
| Machinery | $0.00 | $0.00 | $0.00 |
| Other | $0.00 | $0.00 | $0.00 |
| **Total Fixed Assets:** | $0.00 | $0.00 | $0.00 |
|  |  |  |  |
| **Intangibles** | $0.00 | $0.00 | $0.00 |
| Goodwill | $0.00 | $0.00 | $0.00 |
| Copyrights | $0.00 | $0.00 | $0.00 |
| Patents | $0.00 | $0.00 | $0.00 |
| **Total Intangibles** | $0.00 | $0.00 | $0.00 |
| **Total Current, Fixed & Intangible Assets** | $0.00 | $0.00 | $0.00 |
| **Liabilities** |  |  |  |
| **Current Liabilities:** |  |  |  |
| Accounts Payable | $0.00 | $0.00 | $0.00 |
| Accrued Expenses Payable | $0.00 | $0.00 | $0.00 |
| **Total Current Liabilities** | $0.00 | $0.00 | $0.00 |
|  |  |  |  |
| **Long Term Liabilities:** |  |  |  |
| Notes Payable | $0.00 | $0.00 | $0.00 |
| Balloon Payments Due | $0.00 | $0.00 | $0.00 |
| **Total Long Term Liabilities** | $0.00 | $0.00 | $0.00 |
| **Total Current and Long Term Liabilities** | $0.00 | $0.00 | $0.00 |
|  |  |  |  |
| **Net Worth = Assets- Liabilities** | $0.00 | $0.00 | $0.00 |

| **Personnel Optimization** |  |  |  |
| --- | --- | --- | --- |
| **IMPORTANT! Please Fill In Details** |  |  |  |
| **Category** | **Total In Category** | **Individual Compensation** | **Compensation Total** |
| **Administrative** |  |  |  |
| President |  |  |  |
| Sr. Vice-President |  |  |  |
| Jr. Vice President |  |  |  |
| General Manager |  |  |  |
| Regional Manager |  |  |  |
| District Manager |  |  |  |
| Office Managers |  |  |  |
| Secretary |  |  |  |
| Clerk |  |  |  |
|  |  |  |  |
| **Sales & Marketing** |  |  |  |
| General Sales Manager |  |  |  |
| Regional Sales Manager |  |  |  |
| District Sales Manager |  |  |  |
| Sales Manager |  |  |  |
| Salesperson |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Service** |  |  |  |
| Manager |  |  |  |
| Foreman |  |  |  |
| Service-person |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Fabrication and Assembly** |  |  |  |
| Manager |  |  |  |
| Foreman |  |  |  |
| Assembler |  |  |  |
| Misc. Labor |  |  |  |
| **Other Positions** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Supplemental Personnel Burden** |  |  |  |
| Insurances |  |  |  |
| Pensions |  |  |  |
| Vacation Pay |  |  |  |
| Other |  |  |  |
|  |  |  |  |
| **Combined Totals** |  |  |  |

| **Profit & Loss Statement** |  |  |  |
| --- | --- | --- | --- |
| **IMPORTANT! Please Fill In Details** |  |  |  |
| Category | **2018** | **2019** | **2020** |
| **Revenue** |  |  |  |
| **Gross Sales** | $0.00 | $0.00 | $0.00 |
| Less Charge Backs, Returns & Negative Adjustments | $0.00 | $0.00 | $0.00 |
| **Net Sales** | $0.00 | $0.00 | $0.00 |
| Less Cost Of Sales (All costs outside amt listed below.) | $0.00 | $0.00 | $0.00 |
| **Gross Profit** | $0.00 | $0.00 | $0.00 |
| **Operating Expenses** |  |  |  |
| **Sales Expenses:** | $0.00 | $0.00 | $0.00 |
| Salaries and Wages | $0.00 | $0.00 | $0.00 |
| Commissions | $0.00 | $0.00 | $0.00 |
| Payroll Taxes | $0.00 | $0.00 | $0.00 |
| Advertising | $0.00 | $0.00 | $0.00 |
| Other | $0.00 | $0.00 | $0.00 |
| **Total Sales Expenses** | $0.00 | $0.00 | $0.00 |
| **Administrative & General Expenses:** | $0.00 | $0.00 | $0.00 |
| Salaries and Wages | $0.00 | $0.00 | $0.00 |
| Bonuses | $0.00 | $0.00 | $0.00 |
| Employee Benefits | $0.00 | $0.00 | $0.00 |
| Payroll Taxes | $0.00 | $0.00 | $0.00 |
| Insurance | $0.00 | $0.00 | $0.00 |
| Rent | $0.00 | $0.00 | $0.00 |
| Office Supplies | $0.00 | $0.00 | $0.00 |
| Telephone | $0.00 | $0.00 | $0.00 |
| Utilities | $0.00 | $0.00 | $0.00 |
| Licenses, Membership Costs and Dues | $0.00 | $0.00 | $0.00 |
| Legal & Accounting | $0.00 | $0.00 | $0.00 |
| Depreciation | $0.00 | $0.00 | $0.00 |
| Automobile and Travel Expenses | $0.00 | $0.00 | $0.00 |
| Entertainment | $0.00 | $0.00 | $0.00 |
| **Total Administrative & General Expenses** | $0.00 | $0.00 | $0.00 |
| **Total Operating Expenses** | $0.00 | $0.00 | $0.00 |
| **Profits Or (Losses)** |  |  |  |
| **Operating Profit or (Loss)** | $0.00 | $0.00 | $0.00 |
| Adjustment For Any Other Income (Interest Income, etc.) | $0.00 | $0.00 | $0.00 |
| **Net Income or (Loss) Before Taxes** | $0.00 | $0.00 | $0.00 |
| Income Taxes | $0.00 | $0.00 | $0.00 |
| **Net Income or (Loss) After Taxes** | $0.00 | $0.00 | $0.00 |

**NOTE - After we do your plan, we are willing to make changes as long as you follow this procedure. Read your plan in its entirety and then make a duplicate for yourself. On one copy make all your changes at one time in RED letters and RED numbers and email it back to us. Thank you sincerely, Unique Primary Tradelines**