

EDIC/LYNN

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Checklist for organizing your business idea

- _____ A Description of Business (narrative)
- _____ Personal Data (your experience)
- _____ Credit Reports
- _____ Tax Returns for Two (2) Years
- _____ Personal Financial Statement
- _____ Financial Projection
- _____ Basis for Financial Projection
- _____ Balance Sheet
- _____ Letters of Reference
- _____ Contracts
- _____ Lease(s)
- _____ License(s)
- _____ Capital Equipment List

Other information

- What is your reason for going into business?
- Who is your competition?
- What is your market?
- Who will be managing your business?
- If financing – how will the funds be used?