

## SUGGESTED LOAN PACKAGE OUTLINE

1. Cover letter to financial institution requesting loan
2. Financial institution's loan application completed, dated, and signed
3. Business plan
  - Introduction
  - Mission
  - Objectives/Goals
  - Product/Service Description
  - Marketing
  - Management
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)
5. Research & development or future plans (if applicable)
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.)

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