

**1. INTRODUCTION**

This businessplan details the proposal to purchase and operate a....

**2. BACKGROUND**

The current owners  
Names, Id no's, contact details  
List previous experience of each  
Detail how idea started  
What work/efforts and contracts have been done to date

**3. LOCATION**

Decribe proposed site/location      Plans of factory  
Special attributes of site      Why site is chosen

**4. OWNERSHIP AND MANAGEMENT**

Who will oversee operations  
Detailed personel structure  
Previous experience  
Discuss recruitment and training of staff

**4.1 CONTACT DETAILS**

List details  
Residential and postal address:  
Contant phone and cellular numbers

**5. BUSINESS OPERATIONS****5.1 SALES**

Method of sales ie cash/credit/terms  
Clients  
Pricing strategy, mark-ups and discounts

**5.2 PURCHASING and STOCK**

Production, purchasing and stockholding details  
List suppliers of components  
Order times and production overview  
Pricing (component and labour cost)

**5.3 MARKETING**

How, when. where. what

**5.4 PREMISES**

Lease contract details  
Ownership, construction dates, completion

**5.5 STAFFING**

Envisaged personnel employment  
Contract details  
Specialists required

**5.6 BUSINESS ENTITY**

Type of entity - Pty, CC, Trust  
Reasons for entity chosen  
Association agreements, if any

**5.7 SURETIES AND GAURANTEES**

List sureties available to financiers  
Equipment  
Debtors

**6. FINANCIAL INFORMATION OF THE BUSINESS**

Cash flow projections, monthly - Annal  
5 year overview  
Financial statements or similar

**7. FINANCING CONSIDERATIONS**

Finance required for what  
Detail of loan required - term, payment structure  
Bonds, lease, hire purchase