

1. INTRODUCTION

This business plan 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

Describe proposed site/location Plans of factory, site etc
Special attributes of site Why site is chosen

4. OWNERSHIP AND MANAGEMENT

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

4.1 CONTACT DETAILS

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

5. BUSINESS OPERATIONS**5.1 SALES**

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

5.2 PURCHASING and STOCK

Production methods, purchasing and stockholding details
Machinery and equipment required
List suppliers of components
Order times
Production process overview
Pricing (estimated 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
Special licences and government regulations
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 of Income and expenses, Monthly - Annual
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