# SMALL BUSINESS QUESTIONNAIRE

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| Date: |  |
| Contact Name: |  |
| Contact Phone Number:  |  |
| Contact Email: |  |
| Contact Address: |  |

1. What is the name of the company? Who is the owner and how many people are on staff? What is the history of each staff member, and what role do they play in the running of the company? Is there support from other places, such as outsourced accountants, lawyers, or technical staff?

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1. What is your business plan? Please include any written business plans as an attachment. What is the purpose behind your business, and what is your business motto? Please provide a thorough description of your company.

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1. What market is your business in? What makes your product or service special and unique within this market? How big of an impact have you made, and how do expect to increase your impact? What is the competition like? What businesses do you see as your major competitors?

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1. What is your marketing and advertising plan and budget?

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1. How long has the business been up and running? Have you run into any problems or difficulties during this time? If so, how have you resolved them?

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1. What is your annual budget? What is your target revenue? Please include a detailed budget and a profit and loss statement for the past two years, along with your revenue projections.

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1. What elements of your business do you feel work very well? What elements do you feel need to be changed or are problematic? How do you see yourself overcoming any of these challenges?

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1. How organized and efficient is your business? Are the staff members performing adequately?

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1. Please include any additional information you feel we should know.

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