

Business Resume for (company): \_\_\_\_\_

Date of business opening (not incorporation date):	
Trade name of business:	
Size of business premises:	
Business Premises, owned or leased?	
Name of entity which owns the premises:	
Date of premises purchase:	
Do you have an environmental report? (If so, please list date and findings)	
Amount of premises purchase:	
Present value of premises:	
Name of present lender:	
Amount owing:	
Monthly Payments:	
If leased, name and contact information of the landlord:	
Maturity date of the lease:	
Option to renew lease? (yes/no)	
Monthly payments:	
Is the business responsible for the premises' utilities, taxes, etc.?	
Are you operating as a Sole Proprietor, Partnership or Corporation?	
If Incorporated: Legal name of Entity:	
If Incorporated: Date of Incorporation:	
Describe goods and services offered (please include brochures/menus if restaurant):	
Describe sources of goods and services:	
Names of major suppliers of your goods and services:	
What is your competitive advantage?	
Describe your marketing program (Newspaper, flyers, Social Media, Internet, etc.)	
Name and contact information for your marketing officer:	
Describe your geographic market:	
Describe your specific market:	
Provide names of your major customers:	

What amount of revenue do you anticipate over the next 12 month period?	
How do your customers pay for their purchases?	
Do you maintain accounts receivable?	
If so, what is the amount of your present receivables?	
What is the approximate amount of your present accounts payable?	
Please provide names of the entities to which the company owes money:	
Growth potential of your business:	
Name and contact information of the manager:	
Brief job description of Manager:	
Mechanics of the day to day operations:	
Number of employees:	
Do any of the company's owners owe personal income tax? If so, please list respective amounts.	
Does the company owe any of the following: - GST - Employee Source Deductions - Corporate Income Tax	

#### Company Ownership

Shareholder Name	Address	Cell and Email	Percentage of Ownership

#### Major Competition

Business Name	Address	Telephone	Type of Business	Your Competitive Advantage

Signed

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_