

Korpodeko Business Outline Sheet

Business Concept & Analysis

Give a brief description of the business you want to start / own: _____

Why do you want to start your own / expand business? _____

What products and/or services will you be offering and how? _____

Who will be your clients and why?: _____

Do you believe there is a market for your products and/or services? Why? What percentage of the market do you expect to reach? _____

Have you spoken to potential clients? What was their reaction and/or opinion? _____

Have you conducted a market survey? If yes, what were the results? If no, why not? _____

Will the business depend on suppliers / service providers? If yes, have you already set up a network / contacted the companies and people you will need? _____

Where will your business be located and what are the advantages of that location? _____

What is the size of the location/building/unit. Are there expansion possibilities? _____

How will you market your business?: _____

Who are your (main) competitors? And why do you consider them your competitors? _____

How many people do you expect to employ in the first up to fifth year of operation and at what level? _____

SWOT-analysis:

Strengths	Weaknesses
Opportunities	Threats

Please state the Strengths, Weaknesses, Opportunities and Threats you have identified for your business in the matrix above.

Entrepreneurial Skills – Background - Organization

What is your educational background (Level, diploma): _____

Do you feel you have enough knowledge about the business you want to start? _____

If so, please elaborate: _____

If not, how are you planning to remediate that? _____

Do you have experience managing a business / leading people? _____

Do you have knowledge of accounting / administrative processes? _____

Do you have a plan / person to process the financial administration of the company? _____

Do you have an insurance plan for the assets of the company? _____

Do you have a personal insurance plan? _____

How much time do you plan to invest in your business on a daily / weekly basis? _____

Do you have any other obligations that may influence your performance in your business? _____

Have you or a company you own(ed) been declared bankrupt or applied for a moratorium? (Specify)

Financial Analysis - Personal

Assets / Properties	ANG	Liabilities / debt	ANG
Cash funds		Mortgage	
Savings account		Bank loan	
Current account		Other loans	
Real property		Taxes owed	
Vehicles		Social security obligations:	
Securities		AOW/ AWW	
Household effects		Income tax	
Inventory		Sickness and personal injury benefit premiums	
Other		Other	
Total		Total	

Monthly income	ANG	Monthly expenses	ANG
Salary (gross)		Wage tax & AOV/AWW	
Other income		Mortgage payment	
		Bank Loan payment	
		Other Loan payment	
		Insurance premiums	
		Other expenses *	
Total		Total	

*Specification Other Expenses	ANG
Electricity	
Telephone	
Internet	
Cable	
Transportation	
Food	
Clothing	
Education	
Sports	
Leisure	
Alimony *	
Insurance premiums**	
Other	
Total	

* Please provide details

** Please specify the insurances and premiums

Financial Analysis – Business: Investment

Description	Own input	Required	Requested
(New) Construction			
Inventory			
Stock			
Vehicles			
Cash			
Rent			
Prepaid merchandise			
Other			
Working capital			
Total in ANG			

*Please note that Korpodeko does not finance stock or working capital.

Financial Analysis – Business: Operations

Operational expenses	ANG
Personnel Costs	
Salaries	
AOW/AWW premiums	
Health & Personal Injury benefit insurance premium	
Other personnel costs	
Housing costs	
Rent	
Water & Electricity	
Telephone & Internet	
Wastemanagement	
Repair & Maintenance	
Cleaning	
Garden & Parking lot	
Other	
Administrative costs	
Accounting support	
Office supplies	
Maintenance office furniture & equipment	
Transportation costs	
Insurances	
Gas	
Motor vehicle tax	
Repair and Maintenance	
General costs	
Interest & Bank costs	
Marketing & Advertising	
Representation	
Fire and Burglary insurance	
Risk and Personal Injury insurance	
Retirement	
Packaging	
Depreciation	
Building	
Stock	
Inventory/Machinery/Equipment/Tools	
Vehicles	
Total operational expenses	

Projections	ANG
Sales	
Per day	
Per week	
Per month	
Per year	
Profit & Loss	
Sales	
Cost of Goods Sold -/-	
Gross profit	
Operational expenses -/-	
Interest expenses -/-	
Taxes -/-	
Net profit	
Break-even point	
Sales	
Cost of Goods Sold -/-	
Gross profit	
Interest expenses -/-	
Net profit	

Mission – Vision – Future

What is your company's mission statement? _____

What is your vision statement? _____

Where will your company be in

1 year: _____

5 years: _____

10 years: _____

Date : _____

Signature: _____