

## EDA LOAN APPLICATION CHECK LIST

- Completed EDA Application
- Business Plan:
  - Comprehensive business plan that includes the concept, goals, management, operating strategy and future for your business.
- 3 Years Personal/Business Tax Returns and/or Financial Statements:
  - This may include your personal, your business' or that of an existing business that you may be purchasing.
- Appraisal and Serial Numbers of Collateral (or possible collateral)
  - Current appraisal (within the last 6 months) of collateral, EDA Loan Staff may be able to offer assistance.

Note: The items in the preceding checklist are general items that are required when turning in your application. As the application is processed there may be additional information required to complete the application process. EDA Loan Officer is able to assist in areas that you may have questions. Please call (530) 625-5565 x 13 to set up on appointment.

## E.D.A. LOAN REVIEW & APPROVAL PROCESS

The complete E.D.A. Loan review & approval process usually takes 10 - 45 days from the submission of a complete application to actual disbursement of the loan. Processing time varies depending on the complexity of the loan application & timing of Loan Committee meetings.

1. Applicants complete & submit all documents in the E.D.A. application package. Applicants are always encouraged to utilize E.D.A.'s Loan Officer and/or a Committee designee to assist them whenever difficulties are encountered. Legibility, completeness, and organization of the information requested directly impacts application review time.
2. Within five (5) working days of submission E.D.A.'s Loan Officer reviews application for completeness and internal consistency. Applicant will be contacted immediately if any additional information is needed.
3. Within fourteen (14) working days from the time a complete and consistent Loan Application Package is received, it is thoroughly analyzed by both the Loan Officer and an E.D.A. Loan Committee designee for job creation capacity and other economic development benefits, commercial financing eligibility, profitability and the ability to repay the loan, adequacy of collateral, equity contribution, evidence of adequate markets to support projected sales, and management capacity. If any information requires clarification the applicant will be contacted.
4. When the analysis is complete, a concise loan summary is prepared, and then forwarded to the E.D.A. Loan Committee.
5. The Loan Committee may take up to 30 days to review the Loan Application Package. Its members then meet to formulate an approval or denial recommendation. Loan Committee meetings are held every 30 days and may vary subject to the number of loan requests received. The Hoopa Valley Tribal Council appoints the five E.D.A. Loan Fund Committee members. At least two Committee members must be Tribal members and at least two must have commercial lending experience.
6. Upon Committee approval, E. D.A's Loan Officer notifies the applicant, and then drafts loan documents which specify the term, interest rate, collateral requirements, and other special provisions which will become legal binding on the borrower. If real estate is part of the collateral, a preliminary title report will be ordered. Additionally, any required appraisals will be initiated. If E.D.A. encounters complications in perfecting its liens on the collateral offered, delays in closing may occur. E.D.A. may also obtain an attorney's advice in complicated collateral situations. This final preparation for closing may take two (2) to sixty (60) days depending on complexity and those third party requirements.

7. Generally, qualified borrowers should receive their loan proceeds within 45 days from the time they submit a completed Loan Application Package; however, if application forms and documents are accurately and thoroughly completed, a faster approval and closing may be possible.

**APPLICANTS SHOULD NOT MAKE ANY LEGALLY BINDING COMMITMENTS TO THIRD PARTIES BASED ON THE ASSUMPTION THAT AN E.D.A. LOAN WILL BE APPROVED OR ISSUED BY A SPECIFIC DATE. E.D.A. WILL NOT ACCEPT RESPONSIBILITY FOR PREMATURE COMMITMENTS INAPPROPRIATELY MADE BY APPLICANTS.**

E.D.A. LOAN PROGRAM  
GENERAL ELIGIBILITY GUIDELINES

REVOLVING LOAN PROGRAM GOAL

The primary goal of E.D.A.'s Revolving Loan Fund program (RLF) is to support development of feasible economic base businesses on or adjacent to the Hoopa Valley Indian Reservation, which will create new jobs without taking sales away from existing local businesses.

APPLICATION PROCESSING and LOAN SERVICING FEES

E.D.A. does not charge any application processing or servicing fees; however, if E.D.A. incurs any third party charges for credit investigation, appraisals, title company services, document filing fees, or attorney assistance, these fees are passed on to the applicant. These fees can range from \$10 to \$2,000 or more, but may be paid out of the loan proceeds if the loan is approved. Use of real estate as collateral, and the need for attorney review or assistance are the main factors which could increase costs. E.D.A.'s Loan Officer can help applicants estimate the amount of charges that may be incurred for their particular application.

JOB CREATION REQUIREMENTS

Applicants are required to directly create one "Full Time Equivalent" (FTE) job for each \$15,000 borrowed from E.D.A. Projects not explicitly meeting the one job per \$15,000 standard may be approved if they accomplish other economic development goals. Creation of indirect jobs and quality (e.g. higher paying) jobs shall be among the offsetting factors considered.

JOB RETENTION LOANS

Although new jobs are the primary goal, job retention shall count towards meeting the jobs standard if a business needs RLF funds to support its continued operation on the Hoopa Valley Reservation. An E.D.A. loan, however, shall not be justified solely on job retention ground for businesses not presently able to operate profitably.

PRIVATE SECTOR FINANCING

Since it is against E.D.A.'s policy to compete with private sector lenders, applicants must first seriously explore opportunities to obtain loan funds for their projects from commercial lenders, or other private sources. E.D.A. can provide supplementary financing in situations where a commercial lender may be willing to loan only a portion of the required funds. To encourage lenders' consideration of

joint participation in these situations, E.D.A. generally offers to subordinate its loan and related collateral position.

#### USE OF PROCEEDS

RFL funds may be borrowed for any activity necessary to accomplish business expansion or retention including purchase of land, buildings, equipment and inventory; leasehold improvements; and working capital. If proceeds are used for construction, owners or contractors are required to pay prevailing wages to any employees involved in the construction work. Special provisions may also apply if the business expansion project is likely to force relocation of low income residents.

#### COLLATERAL

Loan funds must be secured by collateral with resale value equal to at least 100% of the loan amount. Owners of corporations are always required to offer Personal Guarantees as supplemental security. If there is insufficient collateral to secure the loan, the borrower may use "lent collateral" pledged by a relative, friend, or etc.

#### PUBLIC AND NON-PROFIT AGENCY APPLICANTS

E.D.A. loans are primarily intended for private sector borrowers; however, non- profit and public agency loan requests can be considered for projects beneficial to the Hoopa Reservation's economy if there is a firm source of revenue for repayment, and other requirements are met.

**LONG TERM CREDIT APPLICATION**  
**HOOPA DEVELOPMENT FUND - EDA DIVISION**

AMOUNT REQUESTED: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ CO-APPLICANT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

YOU MAY APPLY FOR CREDIT IN YOUR NAME ALONE, REGARDLESS OF MARITAL STATUS. IS THIS APPLICATION FOR A LOAN IN:

- YOUR NAME ALONE
- YOUR NAME ALONG WITH \_\_\_\_\_, WHOSE PERSONAL FINANCIAL STATEMENT IS ATTACHED.

CALIFORNIA IS A COMMUNITY PROPERTY STATE.

PLEASE INDICATE YOUR MARITAL STATUS:

- MARRIED
- SEPARATED
- UNMARRIED (INCLUDES SINGLE, DIVORCED, WIDOWED).

**CONSENT TO E.D.A. FOR CREDIT & CHARACTER INVESTIGATION**

I, (the undersigned) hereby grant permission to the Economic Development Administration Loan Fund Program (E.D.A.) to obtain consumer and/or business credit reports, and/or information of public record; and contact persons E.D.A. identifies as appropriate to verify information provided as part of my loan application, or to otherwise investigate my character, general reputation, personal characteristics, and mode of living. I understand that E.D.A.'s inquiries may include existing creditors, business customers or suppliers, business or personal associates, or employers whether or not their names were provided by me as references.

I, (the undersigned) certify that I have carefully read the contents of this application, that all representations made in this application are true to the best of my knowledge and belief, and that the undersigned will notify E.D.A. of any material change in financial condition as given within my application.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**BUSINESS CONTACT AND OWNERSHIP INFORMATION**

1. \_\_\_\_\_  
APPLICANT NAME

2. \_\_\_\_\_  
NAME OF BUSINESS

3. \_\_\_\_\_  
APPLICANT MAILING ADDRESS

4. \_\_\_\_\_  
APPLICANT PHONE NUMBER(S)

5. \_\_\_\_\_  
ADDRESS WHERE BUSINESS IS PRIMARILY LOCATED

6. \_\_\_\_\_  
NAME OF CONSULTANT/AGENT SUBMITTING APPLICATION (IF DIFFERENT FROM APPLICANT)

7. BUSINESS OWNERSHIP STRUCTURE

SOLE PROPRIETORSHIP     PARTNERSHIP     CORPORATION

8. NAMES OF ALL OWNERS OR PRIMARY STOCKHOLDERS

NAME	TITLE OR % OF SHARES HELD
_____	_____
_____	_____
_____	_____
_____	_____

9. STATUS OF BUSINESS

START-UP     EXPANSION     PURCHASE

10. PLEASE INDICATE THE NAME OF ANY LOCAL ECONOMIC DEVELOPMENT BUSINESS OR GOVERNMENT ORGANIZATION WHICH REFERRED YOU TO E.D.A., AND/OR ENCOURAGED YOU TO APPLY FOR AN E.D.A. LOAN.

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**CREDIT AND REFERENCES**

\_\_\_\_\_  
APPLICANT'S NAME

\_\_\_\_\_  
SOCIAL SECURITY #

\_\_\_\_\_  
SPOUSE'S NAME

\_\_\_\_\_  
SOCIAL SECURITY #

CURRENT RESIDENCE ADDRESS: \_\_\_\_\_

PREVIOUS RESIDENCE ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ SPOUSE'S EMPLOYER: \_\_\_\_\_

**BUSINESS REFERENCES**

	NAME	ADDRESS	RELATIONSHIP	PHONE NUMBER
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**PERSONAL REFERENCES**

	NAME	ADDRESS	RELATIONSHIP	PHONE NUMBER
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

**NEAREST RELATIVE NOT LIVING WITH YOU:**

NAME	ADDRESS	RELATIONSHIP	PHONE NUMBER
_____	_____	_____	_____



**RESUME**

For all owners and key personnel of the business, please provide the information requested below or submit an already completed resume which contains all of the requested information

\_\_\_\_\_  
NAME SSN AGE

EDUCATION

SCHOOL OR COLLEGE	SCHOOL OR COLLEGE
SCHOOL ATTENDED _____	SCHOOL ATTENDED _____
YEARS COMPLETED _____	YEARS COMPLETED _____
DATE DEGREE RECEIVED _____	DATE DEGREE RECEIVED _____
FIELD OF STUDY _____	FIELD OF STUDY _____

WORK HISTORY

EMPLOYER _____	EMPLOYER _____
POSITION _____	POSITION _____
HIGHEST SALARY _____	HIGHEST SALARY _____
NAME OF SUPERVISOR _____	NAME OF SUPERVISOR _____
CONTACT NUMBER _____	CONTACT NUMBER _____
START/END DATES _____	START/END DATES _____

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EMPLOYER _____	EMPLOYER _____
POSITION _____	POSITION _____
HIGHEST SALARY _____	HIGHEST SALARY _____
NAME OF SUPERVISOR _____	NAME OF SUPERVISOR _____
CONTACT NUMBER _____	CONTACT NUMBER _____
START/END DATES _____	START/END DATES _____

SPECIAL SKILLS

PLEASE LIST ANY SPECIAL SKILLS OR LICENSES RELEVANT TO YOUR BUSINESS

\_\_\_\_\_  
\_\_\_\_\_

AFFILIATIONS

PLEASE LIST ANY PROFESSIONAL ORGANIZATIONS, SERVICE CLUBS, RECREATIONAL ORGANIZATIONS, OR OTHER AFFILIATIONS YOU WANT US TO KNOW ABOUT

\_\_\_\_\_  
\_\_\_\_\_

**PURPOSE AND SOURCES OF PROJECT FINANCING**

1. PURPOSE AND AMOUNTS OF PROJECT FINANCING

<u>FINANCING USE</u>	<u>AMOUNT</u>
REAL ESTATE PURCHASE	\$ _____
BUILDING CONSTRUCTION/RENOVATION	\$ _____
MACHINERY AND EQUIPMENT	\$ _____
FURNITURE AND FIXTURES	\$ _____
LEASEHOLD IMPROVEMENTS	\$ _____
INVENTORY	\$ _____
OTHER(PLEASE DESCRIBE) _____	\$ _____
WORKING CAPITAL	\$ _____
<b>TOTAL PROJECT COSTS</b>	<b>\$ _____</b>

2. SOURCES AND AMOUNTS OF PROJECT FINANCING

<u>FINANCING SOURCE</u>	<u>AMOUNT</u>	<u>LOAN (L) OR INVESTMENT (I)</u>
CASH FROM BUSINESS ACCOUNT	\$ _____	_____
CASH FROM OWNERS	\$ _____	_____
E.D.A. LOAN	\$ _____	_____
BANK LOAN	\$ _____	_____
OTHER	\$ _____	_____
<b>TOTAL PROJECT COST</b>	<b>\$ _____</b>	

SUMMARY OF EFFORTS TO OBTAIN COMMERCIAL FINANCING

Since it is against E.D.A.'s policy to compete with private sector lenders, applicants must first seriously explore opportunities to obtain loan funds for their projects from commercial lenders, or other private sources. E.D.A. can provide supplementary financing in situations where a commercial lender may be willing to loan only a portion of the required funds. To encourage lenders' consideration of joint participation in these situations, E.D.A. generally offers to subordinate its loan and related collateral position.

PLEASE DESCRIBE WHY YOU ARE NOT ELIGIBLE FOR A PRIVATE SECTOR BUSINESS LOAN, OR WHY A PRIVATE LENDER IS ONLY WILLING TO PROVIDE A PORTION OF YOUR REQUESTED LOAN AMOUNT.

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PLEASE INDICATE ALL LENDERS THAT YOU CONTACTED REGARDING FINANCING FOR THIS PROJECT:

1. BANK OR OTHER LENDER: \_\_\_\_\_  
PERSON CONTACTED: \_\_\_\_\_ DATE CONTACTED: \_\_\_\_\_  
AMOUNT OF POTENTIAL PARTICIPATION: \_\_\_\_\_
2. BANK OR OTHER LENDER: \_\_\_\_\_  
PERSON CONTACTED: \_\_\_\_\_ DATE CONTACTED: \_\_\_\_\_  
AMOUNT OF POTENTIAL PARTICIPATION: \_\_\_\_\_
3. BANK OR OTHER LENDER: \_\_\_\_\_  
PERSON CONTACTED: \_\_\_\_\_ DATE CONTACTED: \_\_\_\_\_  
AMOUNT OF POTENTIAL PARTICIPATION: \_\_\_\_\_

NOTE: PLEASE REMEMBER THAT SIGNING THE CONSENT TO E.D.A. FOR CREDIT & CHARACTER INVESTIGATION FORM INCLUDED IN THIS APPLICATION GRANTS E.D.A. PERMISSION TO VERIFY INFORMATION PROVIDED AS PART OF YOUR APPLICATION.

**BUSINESS BALANCE SHEET**  
AS OF \_\_\_\_\_

IF YOU ARE APPLYING FOR A LOAN FOR AN EXISTING BUSINESS PLEASE TELL US ABOUT ALL THE ASSETS AND LIABILITIES OF THE BUSINESS. *IF YOU ALREADY HAVE A BALANCE SHEET AS PART OF YOUR FINANCIAL STATEMENTS, YOU MAY SUBSTITUTE IT FOR THIS FORM.*

PLEASE VALUE ALL BUSINESS ASSETS AT WHAT THEY COST YOU, NOT WHAT YOU THINK THEY ARE WORTH TODAY. PLEASE PROVIDE CURRENT BALANCES OF ALL BUSINESS LIABILITIES. IF THIS FORM DOES NOT HAVE ENOUGH ROOM TO LIST ALL MAJOR BUSINESS ASSETS OR LIABILITIES PLEASE USE A SEPARATE SHEET TO LIST ALL OF YOUR BUSINESS ASSETS AND LIABILITIES.

**ASSETS**

CASH \$ \_\_\_\_\_

ACCOUNTS RECEIVABLE \$ \_\_\_\_\_

INVENTORY \$ \_\_\_\_\_

OTHER CURRENT ASSETS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

EQUIPMENT \$ \_\_\_\_\_  
LESS ACCUMULATED DEPRECIATION \$ \_\_\_\_\_

REAL ESTATE \$ \_\_\_\_\_  
LESS ACCUMULATED DEPRECIATION \$ \_\_\_\_\_

NOTES RECEIVABLE  
OTHER LONG TERM ASSETS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**LIABILITIES**

ACCOUNTS PAYABLE \$ \_\_\_\_\_

SALARIES PAYABLE \$ \_\_\_\_\_

INCOME TAXES PAYABLE \$ \_\_\_\_\_

OTHER SHORT TERM LIABILITIES  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

LOANS PAYABLE \$ \_\_\_\_\_

OTHER LONG TERM LIABILITIES  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**NET WORTH/OWNER'S EQUITY** \$ \_\_\_\_\_

## **BUSINESS DEBT SCHEDULE**

(PLEASE USE THIS SCHEDULE IF BUSINESS DEBT IS NOT DETAILED IN CPA PREPARED STATEMENTS)

AS OF \_\_\_\_\_

Please list all business debt below. Include mortgages on all real estate owned, vehicle loans, equipment loans, debts to friends & family & any other long term obligations. Do not include accounts payables in this debt schedule

Name & Address of Creditor	Original Amount of Loan	Date	Rate of Interest	Term	Current Balance	Monthly Payment	Maturity Date

**DESCRIPTION OF EXISTING JOBS**

PLEASE LIST BELOW ALL CURRENTLY EXISTING JOBS. PLEASE INDICATE WHETHER OR NOT THE POSITIONS ARE FILLED BY FEMALES OR MEMBERS OF MINORITY GROUPS. MAKE PHOTO COPIES OF THIS FORM IF MORE THAN SIX EMPLOYEES WILL BE LISTED

	<u>JOB TITLE</u>	<u>HOURLY RATE</u>	X	<u>AVG. HRS OF WORK PER WEEK</u>	=	<u>TOTAL WEEKLY WAGES</u>	<u>FEMALE (y or n)</u>	<u>MINORITY (y or n)</u>
1.	_____	_____	x	_____	=	_____	_____	_____
2.	_____	_____	x	_____	=	_____	_____	_____
3.	_____	_____	x	_____	=	_____	_____	_____
4.	_____	_____	x	_____	=	_____	_____	_____
5.	_____	_____	x	_____	=	_____	_____	_____
6.	_____	_____	x	_____	=	_____	_____	_____

7. TOTAL AVERAGE WEEKLY EMPLOYEE SALARY AND WAGE EXPENSE (ADD LINES 1 THROUGH 6) \$ \_\_\_\_\_

8. TOTAL ANNUAL WAGES (LINE 7 MULTIPLIED BY 52) \$ \_\_\_\_\_

(TOTAL SHOULD BE APPROXIMATELY THE SAME AS SALARY/WAGE EXPENSE ON YOUR MOST RECENT HISTORICAL FINANCIAL STATEMENT. IF IT IS NOT, PLEASE EXPLAIN)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **BUSINESS PLAN**

You may use this form or submit a previously completed Business Plan. Information on the preparation of Business Plans and samples of Business Plans are available from the E. D.A. office. Please attach additional pages as needed.

1. DESCRIBE THE HISTORY OF THE BUSINESS, OR HOW THE BUSINESS IDEA EVOLVED (IF IT IS JUST STARTING UP):

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2. DESCRIBE THE MANAGEMENT STRUCTURE OF THE BUSINESS AND THE STAFF AND STAFF'S OVERALL MIX OF EXPERIENCE AND SKILLS:

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3. DESCRIBE THE BUSINESS' GOALS AND OPERATING STRATEGY:

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4. DESCRIBE THE FACILITY IN WHICH THE BUSINESS IS (TO BE) OPERATED, AND ITS ACQUISITION COST, MORTGAGE, AND/OR RENTAL COST:

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5. DESCRIBE THE KEY EQUIPMENT, FIXTURES, AND SUPPLIES NECESSARY FOR OPERATING THE BUSINESS; AND SPECIFY ANY ITEMS THAT WOULD BE ACQUIRED WITH LOAN PROCEEDS:

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6. DESCRIBE YOUR ACCOUNTING SYSTEM; THE TYPES AND FREQUENCY OF FINANCIAL DOCUMENTS COMPILED, THE PERSONNEL OR OUTSIDE PROFESSIONALS UTILIZED, AND WHETHER OR NOT IT IS COMPUTERIZED:

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Please make every effort to be clear and complete. You may use this outline and add as many pages as you like. We will amplify on this information in a personal interview and site visit.



## BUSINESS INCOME AND CASH FLOW ESTIMATE

	<b>A.</b> MOST RECENT YEAR LAST FULL YEAR (ENDING __/__/__)	<b>B.</b> INTERIM END OF LAST YR-TODAY (ENDING __/__/__)	<b>C.</b> PROJECTED NOW TO YR END (ENDING __/__/__)	<b>D.</b> = EST. CUR. YR B ÷ C (ENDING __/__/__)
+ Annual Sales	_____	_____	_____	_____
- Cost of Goods Sold	_____	_____	_____	_____
= Gross Income	_____	_____	_____	_____
+ Other Income	_____	_____	_____	_____
<b>= TOTAL INCOME</b>	_____	_____	_____	_____
- Salaries & Wages	_____	_____	_____	_____
- Employee Benefits	_____	_____	_____	_____
- Interest	_____	_____	_____	_____
- Depreciation - All Other Exp (from form attached)	_____	_____	_____	_____
<b>= NET INCOME</b>	_____	_____	_____	_____
- Income Taxes on Profit	_____	_____	_____	_____
- Loan Interest If Refinancing	_____	_____	_____	_____
+ Depreciation	_____	_____	_____	_____
<b>= CASH FLOW</b>	_____	_____	_____	_____

## BUSINESS INCOME AND CASH FLOW ESTIMATE PROJECTED

	A.	B.	C.	D.
+Annual Sales	_____	_____	_____	_____
- Cost of Goods Sold	_____	_____	_____	_____
= Gross Income	_____	_____	_____	_____
+ Other Income	_____	_____	_____	_____
<b>= TOTAL INCOME</b>	_____	_____	_____	_____
- Salaries & Wages	_____	_____	_____	_____
- Employee Benefits	_____	_____	_____	_____
- Interest	_____	_____	_____	_____
- Depreciation	_____	_____	_____	_____
- All Other Exp (from form attached)	_____	_____	_____	_____
<b>= NET INCOME</b>	_____	_____	_____	_____
- Income Taxes on Profit	_____	_____	_____	_____
- Loan Interest If Refinancing	_____	_____	_____	_____
+ Depreciation	_____	_____	_____	_____
<b>= CASH FLOW</b>	_____	_____	_____	_____

## PRODUCTS AND SERVICES SALES PROJECTIONS' WORKSHEET

Use this worksheet to calculate projected annual sales

Please list all your products and services individually, or by major category. Be sure to include the requested average price and estimated annual quantity information for the same period of time as used on your Projected Business Revenue and Expense Form.

Sales projections must be substantiated by historical financial statements, solid purchase orders, and/or thorough market research. Specific information supporting your sales estimates as part of your Business Plan Narrative must be provided on the back of this form.

$$\begin{array}{ccccccc} \text{PRODUCT/SERVICE} & \$ & \text{PRICE} & \text{X} & \text{ESTIMATED} & = & \text{SUB TOTAL} \\ & & \text{(AVG PER UNIT)} & & \text{QUANTITIES} & & \text{OF SALES} \end{array}$$

$$\begin{array}{ccccccc} \text{PRODUCT/SERVICE} & \$ & \text{PRICE} & \text{X} & \text{ESTIMATED} & = & \text{SUB TOTAL} \\ & & \text{(AVG PER UNIT)} & & \text{QUANTITIES} & & \text{OF SALES} \end{array}$$

$$\begin{array}{ccccccc} \text{PRODUCT/SERVICE} & \$ & \text{PRICE} & \text{X} & \text{ESTIMATED} & = & \text{SUB TOTAL} \\ & & \text{(AVG PER UNIT)} & & \text{QUANTITIES} & & \text{OF SALES} \end{array}$$

$$\begin{array}{ccccccc} \text{PRODUCT/SERVICE} & \$ & \text{PRICE} & \text{X} & \text{ESTIMATED} & = & \text{SUB TOTAL} \\ & & \text{(AVG PER UNIT)} & & \text{QUANTITIES} & & \text{OF SALES} \end{array}$$

**TOTAL SALES**      \$ \_\_\_\_\_

PLEASE MAKE COPIES OF THIS FORM IF YOU NEED MORE THAN FOUR CATEGORIES TO DESCRIBE YOUR RANGE OF PRODUCTS AND SERVICES

**BREAKDOWN OF "ALL OTHER EXPENSES"**

USE THIS FORM TO SHOW DETAILED LINE ITEM PROJECTIONS FOR REMAINING EXPENSES LISTED BELOW. ANY EXPENSE CATEGORY NOT LISTED BELOW WHICH YOU EXPECT TO ACCOUNT FOR 5% OR MORE OF THE TOTAL SHOULD BE LISTED SEPARATELY IN ONE OF THE "ADDITIONAL" SPACES. EXPLAIN ANY ASSUMPTIONS USED WHEN THE PROJECTIONS WERE DERIVED, AND SPECIFY THE BASIS FOR THE PROJECTION, (e.g. % CHANGE FROM HISTORICAL LEVELS, OR QUOTES FROM AGENTS OR VENDORS).

FOR 12-MONTH PROJECTION PERIOD STARTING \_\_\_\_\_

<u>EXPENSE CATEGORY</u>	<u>PROJECTED AMOUNT</u>	<u>PRIOR YEAR AMOUNT</u>	<u>BASIS FOR EXPENSE PROJECTION &amp; EXPLANATION OF ASSUMPTIONS</u>
ADVERTISING	_____	_____	_____
CAR/TRUCK	_____	_____	_____
INSURANCE	_____	_____	_____
LEGAL/PROF SERVICES	_____	_____	_____
OFFICE EXPENSES	_____	_____	_____
RENT	_____	_____	_____
SUPPLIES	_____	_____	_____
TAXES & LICENSES	_____	_____	_____
TRAVEL, HOTEL & MEALS	_____	_____	_____
UTILITIES	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL OTHER EXPENSES</b>	_____	_____	_____

*NOTE: The "TOTAL OTHER EXPENSES" must equal the "All Other Expenses" indicated on the "12-MONTH NET INCOME & BUSINESS CASH FLOW ESTIMATES FORM"*