

Existing Business Assumptions:

Revenues/Income:

1. What is the basis for your change in monthly/annual revenue figures?
 - a. Are you operating at capacity? If so, how much additional revenue are you attributing to the added space? How many products will be sold and at what price?
 - b. Are you expanding your workforce significantly? If so, how much additional revenue are you attributing to the addition workforce? How many new employees will help generate these additional revenues
 - c. Are you adding additional services/products? If so, how much additional revenue are you attributing to the additional services/products? What types of services will be sold and at what price?

Expenses:

1. Please explain the basis for any significant changes in Cost of Goods Sold (COGS)? Will the expansion provide you any operating efficiencies/savings? Please describe, including the new cost of each product/service noted above that is being sold.
2. Please explain the basis for any addition, deletion, or significant changes in fixed monthly costs?
 - a. Owner Salary:
 - b. Employee Salaries (if you are adding additional employees, please make sure to include this increase in your projections):
 - c. Taxes (including payroll and real estate taxes):
 - d. Licenses:
 - e. Insurance (building, health, workman's comp., life, etc.):
 - f. Interest (on existing and new loans/leases):
 - g. Utilities (electric, water, cable, trash, etc.):
 - h. Telephone:
 - i. Equipment Rental:
 - j. Rent:
 - k. Other:
3. Please explain the basis for any significant changes in your variable monthly expenses?
 - a. Advertising:
 - b. Repairs & Maintenance:
 - c. Professional Fees (Legal & Accounting):
 - d. Travel Expense:
 - e. Vehicle Expense:
 - f. Office Expense:
 - g. Materials & Supplies:
 - h. Credit Card Expense:
 - i. Bad Debt Expense:
 - j. Royalty/Franchise Fees:
 - k. Merchant/Credit Card Fees:
 - l. Other:

Note: This is a broad range of fixed and variable expense categories and some categories may not apply to your business. Please mark "N/A" next to those that do not apply. Also, please add any significant category that is not listed above that is pertinent to your business.

Other:

1. Will you need any additional loans to successfully expand your business? If so, how much money do you need and for what purpose? Have you spoken to a lender about additional financing? What are your anticipated terms (length of loan) and conditions (interest rate, interest-only loan, fixed rate loan, etc)?
2. What is the sq ft of existing space and how will the additional space help you increase your revenue and efficiency?
3. How far is new location from existing space? How will the move impact your customers? Is it likely you will lose customers due to the move? Will you be better located to hwy access? Does new location have better visibility?