**SAMPLE TEMPLATES**

**Sample Start-up Costs Template**

Below is a sample of how you might represent your start-up costs. Please remember that this example is not comprehensive. You can build your own using Microsoft Word or Excel. If you require any support with this process, please do not hesitate to reach out to your Business Consultant.

|  |  |  |
| --- | --- | --- |
| Category | Amount Contributed | Amount Required |
| Cash/Working Capital | $ | $ |
| Location (purchase, lease, renos):  -  -  - | $ | $ |
| Equipment:  -  -  - | $ | $ |
| Inventory:  -  -  - | $ | $ |
| Supplies:  -  -  - | $ | $ |
| Add lines for additional (misc) expenses:  -  -  - | $ | $ |

**Sample Operating Cost Template**

Below is a sample of how you might represent your operating costs. Please remember that this example is not comprehensive. You can build your own using Microsoft Word or Excel. If you require any support with this process, please do not hesitate to reach out to your Business Consultant.

|  |  |  |
| --- | --- | --- |
| Category | Amount | Frequency/Date of Payment |
| Wages | $ | E.g. monthly, quarterly, annual |
| Benefits | $ |  |
| Rent | $ |  |
| Utilities | $ |  |
| Phone (Cell and/or landline) | $ |  |
| Promotion/Advertising | $ |  |
| Maintenance/Repairs | $ |  |
| Accounting Fees | $ |  |
| Office Supplies | $ |  |
| Professional Fees | $ |  |
| Permits | $ |  |
| Gas | $ |  |
| Insurance | $ |  |
| Bank Charges | $ |  |
| Municipal Taxes | $ |  |
| Loan Interest | $ |  |
| Owner’s Salary | $ |  |
| Add lines for additional expenses | $ |  |

**Sample Promotion Schedule Template**

Below is a sample of how you might represent your Promotional Schedule. Please remember that this example is not comprehensive. You can build your own using Microsoft Word or Excel. If you require any support with this process, please do not hesitate to reach out to your Business Consultant.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Promotional Tool:** | **Month 1** | **Month 2** | **Month3** | **Month 4** | **…** | **Month 12** | **Totals** |
| Business Cards | $ | $ | $ | $ |  | $ | **$** |
| Vehicle Decals | $ | $ | $ | $ |  | $ | **$** |
| Facebook Ads | $ | $ | $ | $ |  | $ | **$** |
| Trade Shows | $ | $ | $ | $ |  | $ | **$** |
|  | $ | $ | $ | $ |  | $ | **$** |
|  | $ | $ | $ | $ |  | $ | **$** |
| **Totals** | **$** | **$** | **$** | **$** |  | **$** | **$** |