

Small Business Plan Template PDF

[Company Logo]

(if applicable)

[Company Name]

BUSINESS PLAN

[Current Month], [Year]

[Name]

[Title]

[Company Name]

[Address 1]

[Address 2]

[City, State Zip]

Tel: []

Fax: []

Email: []

Website: []

CONFIDENTIAL

No offering is made or intended by this document. Any offering of interests in [Company Name] will be made only in compliance with Federal and State securities laws.

This document includes confidential and proprietary information of and regarding [Company Name]. This document is provided for informational purposes only. You may not use this document except for informational purposes, and you may not reproduce this document in whole or in part, or divulge any of its contents without the prior written consent of [Company Name]. By accepting this document, you agree to be bound by these restrictions and limitations.

Unlock Your Business's Potential with Our Small Business Plan Template PDF Download!

Are you starting a new business? Or do you need to update your existing business plan?

If so, you need our Small Business Plan Template PDF! This comprehensive template will help you write a clear, concise, and persuasive business plan that will impress investors, lenders, and other stakeholders.

Our template includes all the essential sections of a business plan.

Our template is based on the Small Business Administration's (SBA) guidelines, so you can be sure that your plan is well-organized and comprehensive.

Enjoy our "Small Business Plan Template PDF" and start your journey to business success!

Importantly, in addition to this free small business plan template PDF, please consider the **paid version of Growthink's Ultimate Business Plan Template** at <https://businessplantemplate.growthink.com/> That version includes an automated financial model among other things that will save you countless hours and allow you to create a professional business plan that will impress lenders and investors and position your company for long-term success.

Table of Contents

(Right click anywhere on this table and select Update Field after you have completed the plan)

I. Executive Summary	1
II. Company Overview	2
Company Profile.....	2
Company Vision/Mission Statement	2
Past Accomplishments	2
III. Industry Analysis	3
Market Need	3
Market Fundamentals	3
Market/Industry Overview	3
Market/Industry Trends.....	3
Relevant Market Size.....	3
Unique Qualifications	3
IV. Customer Analysis	4
Customer Needs	4
Target Customer Profile.....	4
V. Competitive Analysis.....	5
Direct Competitors.....	5
Indirect Competitors	5
Competitive Advantage	5
VI. Marketing Plan	6
Products and Services.....	6
Branding and Promotions Plan	6
Distribution Plan	6
VII. Operations Plan	7
Key Operational Processes	7
Business Milestones	7
VIII. Management Team.....	8
Management Team Members.....	8
Management Team Gaps.....	8
Board Members	8
IX. Financial Plan	9
Revenue Model.....	9
Financial Highlights	9
Key Assumptions.....	9
Topline Projections.....	9
Funding Requirements/Use of Funds	9
Exit Strategy (or Repayment Strategy).....	9
X. Appendix.....	10

PLEASE READ THIS FIRST:

NOTE: this is the Free version of Growthink's Ultimate Business Plan Template. Much of the information from the paid version, including the integrated financial graphs and charts have been removed from this version.

The real version of Growthink's Ultimate Business Plan Template is much more than a fill-in-the-blanks template.

That template professionally guides you step-by-step so you can quickly, easily and expertly complete your business plan.

Among many other features, it includes professional covers and layouts.

Perhaps most importantly, it includes complete financial projections. You simply enter some numbers (for example the # of products/services you expect to sell and the price), and Growthink's Ultimate Business Plan Template automatically builds your 5-year Income Statement, Balance Sheet and Cash Flow Statement. This service alone would cost thousands of dollars if you hired an accountant to complete it for you.

To upgrade to the full, paid version of Growthink's Ultimate Business Plan Template, please go to <https://businessplantemplate.growthink.com/>

I. Executive Summary

Key Questions to Answer:

- *What does your business do?*
- *What market need does your business solve?*
- *What are 4-7 reasons why your business will be successful?*
- *How much capital, if any, are you seeking for your business?*

II. Company Overview

Company Profile

- *Where are you located?*
- *When were you formed?*
- *What is your legal entity form?*

Company Vision/Mission Statement

- *What goals is your company trying to achieve?*

Past Accomplishments

- *What successes has your company already achieved?*

III. Industry Analysis

Market Need

- *What customer need are you fulfilling?*

Market Fundamentals

Market/Industry Overview

- *In what market(s) do you compete?*

Market/Industry Trends

- *What are the key market trend(s) and how does that effect you?*

Relevant Market Size

- *How large is your relevant market (the # of customers who can realistically buy from you)?*

Unique Qualifications

- *What qualifications make your business uniquely qualified to succeed)?*

IV. Customer Analysis

Customer Needs

- *What are the key needs of your target customers?*

Target Customer Profile

- *Who are your target customers? Give a detailed demographic profile.*

V. Competitive Analysis

Direct Competitors

- *Who are your direct competitors? What are their strengths and weaknesses?*

Indirect Competitors

- *Who are your indirect competitors? What are their strengths and weaknesses?*

Competitive Advantage

- *What are your competitive advantages? Are these sustainable (can competitors emulate them)?*

VI. Marketing Plan

Products and Services

- *What are your products and/or services?*

Branding and Promotions Plan

- *What is your desired brand positioning? How do you plan to promote your company's products and/or services?*

Distribution Plan

- *How will you sell your products and/or services to customers? Directly? Through partners/distributors? Etc.*

VII. Operations Plan

Key Operational Processes

- *What are the key operational processes that your organization needs to accomplish on a daily basis to achieve success?*

Business Milestones

- *What milestones will you need to accomplish over the next 1-3 years in order to achieve success?*

VIII. Management Team

The Management Team section of the business plan must prove why the key company personnel are “eminently qualified” to execute on the business model.

Management Team Members

- *Who are the key members of your management team?*

Management Team Gaps

- *Who do you still need to hire?*

Board Members

- *Do you have a Board? If so, who is it comprised of?*

IX. Financial Plan

Revenue Model

- *In what ways do you generate revenues?*

Financial Highlights

Key Assumptions

- *What key assumptions govern your financial projections?*

Financial Projections

- *What are your topline 5-year financial projections?*

Go to <https://businessplantemplate.growthink.com/> for the paid template that automatically generates your 5-year financial projections

Funding Requirements/Use of Funds

- *How much money do you need to start and/or run your business? What are the primary uses of these funds?*

Exit Strategy (or Repayment Strategy)

- *How will equity investors be paid? How will debt investors be paid?*

X. Appendix

The Appendix is used to support the rest of the business plan.

Include the following (if applicable) in the Appendix:

- *Projected Income Statements, Balance Sheets and Cash Flow Statements*
- *Technology: Technical drawings, patent information, etc.*
- *Product/Service Details*
- *Partnership and/or Customer Letters*
- *Expanded Competitor Reviews*
- *Customer Lists*

Attention Entrepreneurs: Now, if you want to finish your business plan FAST and you don't want to struggle with your financial model, then you're in luck...

"Finish Your Business Plan Today With Growthink's Fully Customizable Business Plan Template."



As seen in: **FORTUNE** THE WALL STREET JOURNAL The New York Times **Entrepreneur** **Forbes** **VentureBeat**
BusinessWeek **SmartMoney** **FOX** **Deal!** **Los Angeles Times** **Inc.**

Go To:

<https://businessplantemplate.growthink.com/>