

# Business Plan Outline

1. COVER SHEET: Serves as the title page of your business plan.
  - a. Name, address and phone number of the company
  - b. Name, title, address and phone number of owners/corporate officers
  - c. Month and year your plan was prepared
  - d. Name of preparer
  - e. Copy number of the plan

2. STATEMENT OF PURPOSE (Same as Executive Summary)

*Note: Do not write the statement of purpose (or executive summary) until you have completed your business plan! It is a summary and reflects the contents of the finished plan.*

This is the thesis statement and states business plan objectives. Use the key word approach (who, what, where, when, why, how, how much) to summarize the following:

- a. Your Company (who, what, where, when)
    - b. What your objectives are.
    - c. Why you will be successful.
    - d. If you need financing, why you need it, how much you need and how you intend to repay the loan or benefit the investor.
  3. TABLE OF CONTENTS (Quick reference to major topics covered in your plan)
-



# Informative Outline On Business Accountant

**D Siedentop**





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