



## How to Write Your Business Plan

A business plan is an important tool to organize your business information in one place.

It is recommended for a start-up to write a business plan to help understand your product and financial situation.

We listed the parts of a business plan. Yours may look different, depending on the sections you find important to include.

Our team is always available to help you with this process.

### Table of Contents

- Executive Summary
  - Product Description
- Company Description
  - Business Goals
  - History of Company
- Market Research
  - Industry Growth
- Financials
  - Budget
  - Sales & Expenses
- Appendix
  - Tax History
  - Licenses



## Relief for Seattle applicants for Small Business Flex Fund loan

The new Capital Access Program will help Seattle-area applicants by paying down 25% of their loan principal for the Small Business Flex Fund,

Seattle businesses must apply to the Flex Fund by **April 8 at 5 pm** to be considered for payment support. Lenders will evaluate eligibility upon application.



Loan Amount:  
Up to \$150,000



Interest Rates:  
4% for businesses



Repayment Period:  
60-month (5 years)



No fees & interest-only payments for the first year

## SCORE provides free mentorship & training



Receive *free* advice from a mentor



Attend live, local, or recorded classes

Connect with a mentor on score.org for free.

Experienced volunteers of all expertise can work one-on-one with you to support your business.

You can attend live webinars or recorded webinars on social media management, financial strategies, and E-commerce.

This resource is supported by the SBA.



# Find business advisors and extra training online

## ScaleUP

This training series is designed to help your business make seven figures. You can attend these classes for free.

## Washington Small Business Development Center (WSBDC)

Learn how to start a business or receive *free* one-on-one advising. Find webinars to learn about writing a business plan or improving your marketing.

## Business Impact NW

Attend webinars to receive online coaching, learn about taxes, and more with this calendar of events.

## Thurston Strong Grants Grants for Thurston County

businesses are open until *May 1*. Small businesses, start ups, non-profits, and agricultural businesses may apply.

*You can contact us for help with applications, translation, and other direct assistance.*



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