

CAMS Inventors Inc. Successful Investor Project Business-Plan Outline

1. Cover sheet

2. Statement of purpose

3. Table of contents

I. The business

- A. Description of business
- B. Marketing
- C. Competition
- D. Operating procedures
- E. Personnel
- F. Business insurance

II. Financial data

- A. Loan applications
- B. Capital-equipment and supply list
- C. Balance sheet
- D. Break-even analysis
- E. Pro forma income projections (profit and loss statements)
- F. Three-year summary
- G. Detail by month, first year
- H. Detail by quarters, second and third years
- I. Assumptions on which projections were based
- J. Pro forma cash flow

III. Supporting documents

- A. Tax returns of principals for last three years
- B. Personal financial statement (available at a bank)
- C. For franchised businesses, a copy of franchise contract and all supporting documents provided by the franchisor
- D. Copy of proposed lease or purchase agreement for building space
- E. Copies of licenses and other legal documents
- F. Copies of résumés of all principals
- G. Copies of letters of intent from suppliers, etc.