[Cover page]

Business plan

For

[Purpose of the business]

Name of Promoter

Address

Phone

Email

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*[These questions are just to guide in the preparation: as such, you are not expected to re-write them]*

**Business overview**

What is the name of the business? *(10 words max)*

Where is it located? *(15 words max)*

What are you producing? /what services rendering? /what are you selling? *(20 words max)*

State the vision of the business *(20 words max)*

State your business mission *(20 words max)*

**Marketing plan**

Who will buy your products/service? *(20 words max)*

Where are these customers located? *(20 words max)*

Why will they buy your products/services? *(20 words max)*

What will you do to make them to buy?

How much will you sell each product/service?

| S/N | PRODUCT/SERVICE DESCRIPTION (IN UNIT) | COST | PROPOSED PRICE |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Production /Operational plan**

How will you produce your product or render your service? *(30 words max)*

What are the raw materials or opening stocks and consumables needed and their cost?

| S/N | ITEM DESCRIPTION | QUANTITY REQUIRED | UNIT COST | AMOUNT |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL AMOUNT | | | |  |

What are the equipment needed for the operation and their cost?

| S/N | EQUIPMENT DESCRIPTION | UNIT REQUIRED | UNIT COST | VALUE | LIFE SPAN (IN MONTH) | MONTHLY DEPRECIATION |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| TOTAL | | | | ? |  | ? |

**Others**

How many people will be required for successful operation of this business and what is the proposed salary? (Full /part time)

What are the envisaged challenges and how will you address them?

How much will you need for your business and why?

1. Pre-operating expenses
2. Opening stock
3. Initial operating expenses

How much of the above will you provide (equity)?

How much loan will you need to compliment your equity and what will you use it for?

Table 16: Loan Repayment Plan

| Mth | Outstanding Debt(principal) | Monthly Principal Repayable | Monthly Interest  Repayable | Monthly Interest + Monthly Principal  (P+I) | Cumulative payment  Made |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 |  |  |  |  |  |
| 21 |  |  |  |  |  |
| 22 |  |  |  |  |  |
| 23 |  |  |  |  |  |
| 24 |  |  |  |  |  |
|  |  |  |  |  |  |

**Table 1: Operating Activities and Expenses**

| FACTORS | Period 1 | Period 2 | Period3 | Period4 | Period5 | Period6 | Period7 | Period8 | Period9 | Period10 | Period11 | Period12 | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Salary |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Repairs and maintenance |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Electrical bills |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Water rates |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transport and delivery |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advert and promo |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Purchase of consumables |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Operating Expense** |  |  |  |  |  |  |  |  |  |  |  |  |  |

Assumption(s):

1 *………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

2 *………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

3*…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

4*………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

5*…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

**Table 5.4: Profit and Loss Plan**

Assumption(s):

| Components | Period 1 | Period 2 | Period3 | Period4 | Period5 | Period6 | Period7 | Period8 | Period9 | Period10 | Period11 | Period12 | | Total | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TOTAL SALES |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| TOTAL COST |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| **GROSS PROFIT** |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| EXPENSES |  | | | | | | | | | | | | | | |
| Operating Expenses |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| Interest |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| Depreciation |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| Rent |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| Insurance |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| Ammortisation |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| **TOTAL EXPENSES** |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| **NET PROFIT BEFORE TAX** |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| **Income Tax** |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| **NET PROFIT AFTER TAX** |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

1 *………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

2 *………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

3 *………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

**Table 5.5 Cash flow Plan**

| **Components** | **Pre Startup** | Period 1 | Period 2 | Period3 | Period4 | Period5 | Period6 | Period7 | Period8 | Period9 | Period10 | Period11 | Period12 | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CASH INFLOW** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cash at Hand |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cash Sales |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Equity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Loan Proceed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Cash Inflow** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CASH OUTFLOW** |  | | | | | | | | | | | | | |
| Pre-operating Expenses |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Opening inventory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Cost |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating Expenses |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Interest |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Loan Repayment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rent |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Insurance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other Purchases |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Income Tax |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Cash Outflow** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cash Balance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |