

Computer Compose & Photocopy Business Full Plan

1. Location Selection

Choose a place near government offices, schools–colleges, courts, land offices, union councils, or busy market areas for maximum customers.

2. Essential Equipment

- Computer/Laptop (minimum Core i3) - Printer + Photocopy Machine (All-in-One) - Scanner - UPS/Inverter - Pen drive/Card Reader - Internet Connection

3. Required Software

- MS Word, Excel, PowerPoint - Bangla typing software (Bijoy/Avro) - PDF Reader & Editor - Photoshop / Canva

4. Services to Offer

- Compose (Bangla + English typing) - Photocopy (Black & White / Color) - Printing (A4, A3) - Scanning & Email - Passport-size photo - Online form fill-up - Visiting card / Banner design

5. Initial Capital Investment (Approx.)

Item	Cost (BDT)
Computer	30,000 – 40,000
Printer + Photocopy Machine	25,000 – 50,000
Furniture	15,000 – 20,000
UPS/Inverter	10,000 – 15,000
Software/Internet	5,000 – 10,000
Total (Approx.)	80,000 – 120,000

6. Monthly Expenses (Approx.)

Item	Cost (BDT)
Rent	5,000 – 10,000
Electricity Bill	2,000 – 3,000
Paper, Ink, Toner	3,000 – 5,000
Internet	1,000 – 1,500

7. Monthly Income (Approx.)

Source	Income (BDT)
Compose	1,000 – 5,000
Photocopy & Printing	15,000 – 30,000
Photo/Scan/Online Form	5,000 – 10,000
Total Income	30,000 – 50,000+

8. Customer Attraction Tips

Put an attractive signboard outside, keep prices reasonable but quality high, always be polite with customers, and provide online services to increase demand.