[COMPANY LOGO]

**BUSINESS PROJECT REPORT**

[COMPANY NAME]

**[SPECIFY TITLE OF BUSINESS PROJECT REPORT TEMPLATE]**

**Presented To:**

[SPECIFY COMPLETE NAME OF COMPANY]

[SPECIFY COMPANY LOGO OR TRADEMARK]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[ADDRESS LINE 3]

[ADDRESS LINE 4]

[SPECIFY COMPLETE NAME OF COMPANY REPRESENTATIVE]

[SPECIFY JOB TITLE OR POSITION]

[SPECIFY CONTACT NUMBER]

[SPECIFY EMAIL ADDRESS]

[SPECIFY WEBSITE ADDRESS]

**Prepared By:**

[SPECIFY COMPLETE INVESTMENT COMPANY NAME]

[SPECIFY COMPANY LOGO OR TRADEMARK]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[ADDRESS LINE 3]

[ADDRESS LINE 4]

[SPECIFY COMPLETE NAME OF COMPANY REPRESENTATIVE]

[SPECIFY JOB TITLE OR POSITION]

[SPECIFY CONTACT NUMBER]

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1. **EXECUTIVE SUMMARY**

**1.1 COMPANY BACKGROUND**

Established as a leader in the [SPECIFY BUSINESS PROJECT COMPANY INDUSTRY] industry, [SPECIFY COMPLETE BUSINESS PROJECT COMPANY NAME] markets [SPECIFY BUSINESS PROJECT COMPANY PRODUCTS AND SERVICES] including around [SPECIFY NUMBER] of products and services such as [SPECIFY BUSINESS PROJECT COMPANY BRAND NAMES OR TRADEMARKS] focusing on [SPECIFY], and [SPECIFY] in [SPECIFY NUMBER] [SPECIFY AREAS OR LOCATIONS COVERED]. [COMPANY NAME] serves a wide and diverse set of clients, including [SPECIFY NOTABLE CLIENTS OR CUSTOMERS]. [SPECIFY BUSINESS PROJECT COMPANY NAME]'s team of [SPECIFY] experts bring a proven and successful track record in providing [SPECIFY BUSINESS PROJECT COMPANY NAME PRODUCTS AND SERVICES] to [SPECIFY] markets in [SPECIFY AREA(S) OR LOCATION(S) COVERED].

[SPECIFY BUSINESS PROJECT COMPANY NAME] is a [SPECIFY] company headquartered in [SPECIFY BUSINESS PROJECT COMPANY HEADQUARTERS]. [SPECIFY BUSINESS PROJECT COMPANY NAME] believes in thinking beyond the conventional boundaries of the [SPECIFY BUSINESS PROJECT COMPANY INDUSTRY]. Founded on [SPECIFY YEAR OF ESTABLISHMENT], by [SPECIFY COMPLETE FOUNDER NAME] and [SPECIFY COMPLETE CO-FOUNDER NAME (IF APPLICABLE)], [SPECIFY BUSINESS PROJECT COMPANY INDUSTRY] was founded on the founder’s vision of creating a [SPECIFY] company that would best cater the [SPECIFY] needs of [SPECIFY TARGET MARKET(S)].

[SPECIFY BUSINESS PROJECT COMPANY NAME] has set a well established reputation in producing OR developing OR implementing [SPECIFY PRODUCTS AND SERVICES] in the [SPECIFY BUSINESS INDUSTRY] since [SPECIFY YEAR STARTED]. Currently, [SPECIFY BUSINESS PROJECT COMPANY NAME] employs more than [SPECIFY NUMBER] people in [SPECIFY NUMBER] [SPECIFY AREA/ REGION COVERED], producing more than [SPECIFY NUMBER] [MEASUREMENT UNIT] of [SPECIFY PRODUCTS AND SERVICES] every [SPECIFY TIME UNIT].

**1.2 COMPANY OBJECTIVES**

The following objectives are what [SPECIFY BUSINESS PROJECT COMPANY NAME] aims to achieve within [SPECIFY TIME PERIOD]:

By [SPECIFY TIME UNIT] [NUMBER], [SPECIFY BUSINESS PROJECT COMPANY NAME] will achieve a total of $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] net profit.

By [SPECIFY TIME UNIT] [NUMBER], [SPECIFY BUSINESS PROJECT COMPANY NAME] will achieve a total of $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] in sales and marketing [OR SPECIFY].

By [SPECIFY TIME UNIT] [NUMBER], [SPECIFY BUSINESS PROJECT COMPANY NAME] will raise a total of $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] for [SPECIFY BUSINESS PROJECT COMPANY FUND RAISING]

By [SPECIFY TIME UNIT] [NUMBER], [SPECIFY BUSINESS PROJECT COMPANY NAME] aims to achieve [SPECIFY NUMBER OF PERCENTAGE]% customer satisfaction with [SPECIFY BUSINESS PROJECT COMPANY NAME PRODUCTS AND SERVICES] products and services.

**1.3 COMPANY MISSION**

It is the mission of [SPECIFY BUSINESS PROJECT COMPANY NAME] to ensure customer satisfaction in every [SPECIFY BUSINESS PROJECT COMPANY NAME] product and service.

[SPECIFY OTHER COMPANY MISSION].

**1.4 COMPANY VISION**

[SPECIFY BUSINESS PROJECT COMPANY NAME]’s vision is to innovate, create, [SPECIFY] to create a better [SPECIFY] life for our people and the people we serve. Because here at [SPECIFY BUSINESS PROJECT COMPANY NAME], our customers [OR SPECIFY CLIENTS] always come first.

1. **PROJECT SUMMARY**

**2.1 PROJECT BACKGROUND**

At present, the market for [SPECIFY BUSINESS PROJECT COMPANY MARKET] is among the fastest growing market locally [OR SPECIFY], and is responsible for gains in the capital markets of [SPECIFY AREAS OR LOCATIONS COVERED]. To continue this growth, [SPECIFY BUSINESS PROJECT COMPANY MARKET] will launch the [SPECIFY BUSINESS PROJECT COMPANY PROJECT NAME] to specifically cater the needs of [SPECIFY PROJECT TARGET MARKET]. Research done by [SPECIFY RESEARCHERS] show that this project is expected to grow in the next [SPECIFY NUMBER OF YEARS OR TIME PERIOD]. This project is aimed to target the [SPECIFY PROJECT TARGET MARKET] which generates [SPECIFY NUMBER OF PERCENTAGE]% of the total net profit [OR SPECIFY] of the company. [SPECIFY BUSINESS PROJECT COMPANY MARKET] believes that this project will open new opportunities and potential for the company.

[SPECIFY BUSINESS PROJECT COMPANY PROJECT NAME] will be spearheaded by [SPECIFY BUSINESS COMPANY REPRESENTATIVE FULL NAME] [SPECIFY BUSINESS PROJECT COMPANY JOB TITLE OR POSITION] together with [SPECIFY BUSINESS COMPANY REPRESENTATIVE FULL NAME] [SPECIFY BUSINESS PROJECT COMPANY JOB TITLE OR POSITION], [SPECIFY BUSINESS COMPANY REPRESENTATIVE FULL NAME] [SPECIFY BUSINESS PROJECT COMPANY JOB TITLE OR POSITION] and [SPECIFY BUSINESS COMPANY REPRESENTATIVE FULL NAME] [SPECIFY BUSINESS PROJECT COMPANY JOB TITLE OR POSITION]. Furthermore, this project shall be in partnership with [SPECIFY] institutions and organizations such as [SPECIFY BUSINESS PROJECT COMPANY PARTNER INSTITUTIONS AND ORGANIZATION NAME(S)]. [SPECIFY BUSINESS PROJECT COMPANY NAME] aims to partner with institutions and organizations with the same vision of the company which is to: [SPECIFY BUSINESS PROJECT COMPANY VISION].

[SPECIFY MORE PROJECT DETAILS]

**2.2 PROJECT OBJECTIVES**

[SPECIFY BUSINESS PROJECT COMPANY PROJECT NAME] aims to achieve the following objectives within [SPECIFY TIME PERIOD OR PROJECT TIMELINE]:

By [SPECIFY TIME UNIT] [NUMBER], [SPECIFY BUSINESS PROJECT COMPANY PROJECT NAME] will achieve a total of $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] net profit.

By [SPECIFY TIME UNIT] [NUMBER], [SPECIFY BUSINESS PROJECT COMPANY PROJECT NAME] will achieve a total of $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] in sales and marketing [OR SPECIFY].

By [SPECIFY TIME UNIT] [NUMBER],[SPECIFY BUSINESS PROJECT COMPANY PROJECT NAME]will raise a total of $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] for [SPECIFY BUSINESS PROJECT COMPANY FUND RAISING]

By [SPECIFY TIME UNIT] [NUMBER], [SPECIFY BUSINESS PROJECT COMPANY PROJECT NAME] aims to achieve [SPECIFY NUMBER OF PERCENTAGE]% customer satisfaction with [SPECIFY BUSINESS PROJECT COMPANY NAME PRODUCTS AND SERVICES] products and services.

**2.3 PROJECT MISSION**

It is the mission of [SPECIFY BUSINESS PROJECT COMPANY PROJECT NAME] to:

[SPECIFY BUSINESS PROJECT COMPANY PROJECT NAME MISSION DETAILS]

**2.4 PROJECT VISION**

[SPECIFY BUSINESS PROJECT COMPANY PROJECT NAME] to ensure that this project [SPECIFY BUSINESS PROJECT COMPANY PROJECT NAME VISION DETAILS]

**2.5 PROJECT PRODUCTS AND SERVICES**

[SPECIFY BUSINESS PROJECT NAME] offers the following products and services:

|  |  |
| --- | --- |
| **Product:** | **Price per [SPECIFY UNIT]** |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |

|  |  |
| --- | --- |
| **Services** | **Price per [SPECIFY UNIT]** |
| [SPECIFY NAME OF PROJECT SERVICE] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT SERVICE] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT SERVICE] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT SERVICE] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT SERVICE] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |
| [SPECIFY NAME OF PROJECT PRODUCT] | $[SPECIFY AMOUNT] |

**2.6 PROJECT TARGET MARKET ANALYSIS**

The following table shows [SPECIFY BUSINESS PROJECT NAME]’s target market and growth in [SPECIF YEAR] to [SPECIFY YEAR].

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Target Customers | Growth | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| [SPECIFY CUSTOMER GROUP | [NUMBER]% | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| [SPECIFY CUSTOMER GROUP | [NUMBER]% | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| [SPECIFY CUSTOMER GROUP | [NUMBER]% | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| [SPECIFY CUSTOMER GROUP | [NUMBER]% | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| [SPECIFY CUSTOMER GROUP | [NUMBER]% | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| [SPECIFY CUSTOMER GROUP | [NUMBER]% | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| **Total** | [NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |

2.7 STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS ANALYSIS

The following are the strengths, weaknesses, opportunities, and threats that the [SPECIFY BUSINESS PROJECT NAME] possesses:

2.7.1 Strengths

[SPECIFY BUSINESS PROJECT NAME STRENGTH] [SPECIFY BUSINESS PROJECT NAME STRENGTH DETAILS]

[SPECIFY BUSINESS PROJECT NAME STRENGTH] [SPECIFY BUSINESS PROJECT NAME STRENGTH DETAILS]

[SPECIFY BUSINESS PROJECT NAME STRENGTH] [SPECIFY BUSINESS PROJECT NAME STRENGTH DETAILS]

[SPECIFY BUSINESS PROJECT NAME STRENGTH] [SPECIFY BUSINESS PROJECT NAME STRENGTH DETAILS]

[SPECIFY BUSINESS PROJECT NAME STRENGTH] [SPECIFY BUSINESS PROJECT NAME STRENGTH DETAILS]

2.7.2 Weaknesses

[SPECIFY BUSINESS PROJECT NAME WEAKNESS] [SPECIFY BUSINESS PROJECT NAME WEAKNESS DETAILS]

[SPECIFY BUSINESS PROJECT NAME WEAKNESS] [SPECIFY BUSINESS PROJECT NAME WEAKNESS DETAILS]

[SPECIFY BUSINESS PROJECT NAME WEAKNESS] [SPECIFY BUSINESS PROJECT NAME WEAKNESS DETAILS]

[SPECIFY BUSINESS PROJECT NAME WEAKNESS] [SPECIFY BUSINESS PROJECT NAME WEAKNESS DETAILS]

[SPECIFY BUSINESS PROJECT NAME WEAKNESS] [SPECIFY BUSINESS PROJECT NAME WEAKNESS DETAILS]

2.7.3 Opportunities

[SPECIFY BUSINESS PROJECT NAME OPPORTUNITIES] [SPECIFY BUSINESS PROJECT NAME OPPORTUNITIES DETAILS]

[SPECIFY BUSINESS PROJECT NAME OPPORTUNITIES] [SPECIFY BUSINESS PROJECT NAME OPPORTUNITIES DETAILS]

[SPECIFY BUSINESS PROJECT NAME OPPORTUNITIES] [SPECIFY BUSINESS PROJECT NAME OPPORTUNITIES DETAILS]

[SPECIFY BUSINESS PROJECT NAME OPPORTUNITIES] [SPECIFY BUSINESS PROJECT NAME OPPORTUNITIES DETAILS]

[SPECIFY BUSINESS PROJECT NAME OPPORTUNITIES] [SPECIFY BUSINESS PROJECT NAME OPPORTUNITIES DETAILS]

2.7.4 Threats

[SPECIFY BUSINESS PROJECT NAME THREATS] [SPECIFY BUSINESS PROJECT NAME THREATS DETAILS]

[SPECIFY BUSINESS PROJECT NAME THREATS] [SPECIFY BUSINESS PROJECT NAME THREATS DETAILS]

[SPECIFY BUSINESS PROJECT NAME THREATS] [SPECIFY BUSINESS PROJECT NAME THREATS DETAILS]

[SPECIFY BUSINESS PROJECT NAME THREATS] [SPECIFY BUSINESS PROJECT NAME THREATS DETAILS]

[SPECIFY BUSINESS PROJECT NAME THREATS] [SPECIFY BUSINESS PROJECT NAME THREATS DETAILS]

1. **FINANCIAL SUMMARY**

**3.1 PROJECT BUDGET**

The following table shows the Project budget for [SPECIFY BUSINESS PROJECT NAME] for [SPECIFY TIME PERIOD] to [SPECIFY TIME PERIOD].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Annual Budget for [SPECIFY FISCAL YEAR] | Budget [SPECIFY NUMBER OF TIME UNIT] | Actual Budget [SPECIFY NUMBER OF TIME UNIT] | Variance | Variance % |
| **Income** | | | | | |
| Fee income: | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| Bank interest: | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| [SPECIFY INCOME] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| [SPECIFY INCOME] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| [SPECIFY INCOME] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| [SPECIFY INCOME] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| [SPECIFY INCOME] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| Other Income: | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| **Total Income:** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| **Expenditures** | | | | | |
| Salaries | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| Construction Costs | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| Operational Costs | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| Insurance | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| [SPECIFY] Expenses | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| [SPECIFY] Expenses | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| [SPECIFY] Expenses | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| [SPECIFY] Expenses | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| [SPECIFY] Expenses | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| [SPECIFY] Expenses  Other Expenses: | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| **Total Expenditure:** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| **Income Less Expenditure:** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| **[SPECIFY] Taxes:** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| **[SPECIFY] Other Taxes:** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| **Income Less Taxes:** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |
| **Total Income:** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | [SPECIFY NUMBER OF PERCENTAGE]% |

3.2 PROJECTED CASH FLOW

The following table shows the Projected Cash Flow for [SPECIFY BUSINESS PROJECT NAME] for [SPECIFY TIME PERIOD] to [SPECIFY TIME PERIOD].

|  |  |  |  |
| --- | --- | --- | --- |
| **Pro Forma Cash Flow** | | | |
|  | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Cash Received** | | | |
| Cash from Operations | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Cash Sales | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Subtotal Cash From Operations** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Additional Cash Received** | | | |
| Sales Tax, VAT, HST/GST Received | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| New Current Borrowing | [PERCENT]% | [PERCENT]% | [PERCENT]% |
| New Other Liabilities (interest-free) | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| New Long-term Liabilities | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Sales of Other Current Assets | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Sales of Long-term Assets | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| New Investment Received | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Subtotal Cash Received** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Expenditures | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Expenditures from Operations** | | | |
| Cash Spending | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Bill Payments | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Subtotal Spent On Operations** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Additional Cash Spent** | | | |
| Sales Tax, VAT, HST/GST Paid Out | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Principal Repayment of Current Borrowing | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Other Liabilities Principal Repayment | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Long-term Liabilities Principal Repayment | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Purchase Other Current Assets | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Dividends | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Subtotal Cash Spent** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Net Cash Flow** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Cash Balance** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |

TABLE: CASH FLOW

3.3 PROJECTED BALANCE SHEET

The [SPECIFY BUSINESS PROJECT NAME]’s balance sheet is expected to accumulate in an amount of $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] in the cash balance by the end of [SPECIFY TIME UNIT OR TIME PERIOD].

|  |  |  |  |
| --- | --- | --- | --- |
| Pro Forma Balance Sheet | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Assets** | | | |
| Current Assets |  |  |  |
| Cash | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Other Current Assets | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| **Total Current Assets** | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| **Long-term Assets** | | | |
| Long-term Assets | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Accumulated Depreciation | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Total Long-term Assets | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| **Total Assets** | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Liabilities and Capital | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Current Liabilities** | | | |
| Accounts Payable | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Current Borrowing | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Other Current Liabilities | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Subtotal Current Liabilities | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Long-term Liabilities | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| **Total Liabilities** | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Paid-in Capital | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Retained Earnings | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Earnings | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| **Total Capital** | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| **Total Liabilities and Capital** | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
|  | | | |
| **Net Worth** | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |

TABLE: Balance Sheet

3.4 PROJECTED PROFIT AND LOSS

The following [SPECIFY BUSINESS PROJECT NAME] sales for [SPECIFY YEAR], [SPECIFY YEAR], and [SPECIFY YEAR] are $[SECIFY AMOUNT], $[SPECIFY AMOUNT], and $[SPECIFY AMOUNT] respectively. The net profit for this certain period is $[SPECIFY AMOUNT], $[SPECIFY AMOUNT], and $[SPECIFY AMOUNT], respectively, while the net profit or sales is: %[SPECIFY NUMBER OF PERCENTAGE], %[SPECIFY NUMBER OF PERCENTAGE], and %[SPECIFY NUMBER OF PERCENTAGE], each.

|  |  |  |  |
| --- | --- | --- | --- |
| **Pro Forma Profit and Loss** | | | |
|  | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| Sales | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Direct Cost of Sales | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Other Costs of Sales | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Total Cost of Sales | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Gross Margin | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Gross Margin % | %[NUMBER] | %[NUMBER] | %[NUMBER] |
| **Expenses** | | | |
| Payroll | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Marketing/Promotion | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Depreciation | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Repair & Maintenance | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Web Design | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Instructor and Class Room Costs | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Total Operating Expenses | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Profit Before Interest and Taxes | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| EBITDA | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Interest Expense | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Taxes Incurred | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Net Profit | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Net Profit/Sales | %[NUMBER] | %[NUMBER] | %[NUMBER] |

TABLE: Profit and Loss

**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
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**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart