

Name \_\_\_\_\_

# \_\_\_\_\_

Date \_\_\_\_\_

### Creating a Business Flow Chart

**Step 1:**  
Make a list of your talents or a need you think people have.

Date: \_\_\_\_\_



**Step 2:** Do some marketing research: ask people if your product or service is marketable. What are they willing to pay? Are there are other businesses like yours? How can yours be different?

Date: \_\_\_\_\_



**Step 3:**  
Write a list of supplies you will need to run your business.

Date: \_\_\_\_\_



**Step 4:**  
Find out how much your supplies will cost.

Date: \_\_\_\_\_



**Step 5:**  
Decide on who your customers will be.

Date: \_\_\_\_\_



**Step 6:**  
Based on your time and cost of supplies, determine your pricing. (Write a list of prices for goods & services.) Be specific.

Date: \_\_\_\_\_



**Step 7:**  
Choose a catchy name for your business. (Brainstorm a list of your choices.) It should have something to do with your business.

Date: \_\_\_\_\_



**Step 8:** How will you get the capital to start your business? Will you have investors? Go to the bank? Do you have money saved? How will you persuade them to loan you money; that you will repay?

Date: \_\_\_\_\_



Step 9: Determine what your monthly overhead costs will be: electricity, rent, loan repayment (with interest?), etc.

Date:

Step 10: Write a letter to your investors or the bank, giving them sound reasons why they should loan you money. Convince them why your business is a good idea and how they can be confident that you will pay them back. Date:

Step 11: Design a business card. Be sure to include your company name, your name, phone number and logo.

Date:

Step 12: Decide what other types of advertising you will use. Design posters, flyers, etc.

Date:

Step 13: Write a reflection about *Starting a Business*. Was it different than you expected? What would you consider next time?

Date:

Step 14: Put your business plan together. Include a cover, your flow chart, worksheets, letters, advertisements, business cards, and your reflection. Photos or drawings of your product or service optional.

Date:

Name \_\_\_\_\_ # \_\_\_\_\_ Date \_\_\_\_\_

Name of company \_\_\_\_\_

Business Expenses

Supplies needed to begin business:

Material	Cost

Monthly overhead expenses to run my business:

Expense	Cost
Rent	
Electricity/power	
Loan repayment (if necessary)	

Advertising Costs:

Material	Cost
Business Cards (paper & printing)	

Based on your time and cost of supplies &amp; advertising, determine your pricing:

Good/Service	Cost

Good/Service	Cost

Logo and/or Name of Your Company

Your name  
Street address  
City, State  
Zip code

Date

Name of bank/investor  
Street address  
City, State  
Zip code

To whom it may concern:

¶ 1 Introduce yourself and your business. Include why your business is a good one.

¶ 2 State the amount of money you want to borrow or the amount of money you want them to invest. Be sure to tell why you are trustworthy and will repay the loan. Mention if you have any collateral.

Sincerely,

*signature*

Your full name  
Title (company president, owner, etc.)

