



**Lady Sandie's
Professional Image Consultancy**

INITIAL ASSESSMENT FOR BUSINESS ADVICE

Name:..... **Age**..... **Male** **Female**.....

City: **Country:**.....

Tel no: **Mob no:**

Email

Website.....

Social Media: Facebook... Linkedin... Twitter... Instagram... Pinterest... TikTok...
Other.....

PLEASE STATE “DON’T KNOW” IF YOU ARE UNABLE TO ANSWER ANY QUESTIONS

1) What is your proposed business?

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2) When did you start trading or intend to start trading? (Please give month and year)

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3) What skills, qualifications and/or experience do you have?
(Please attach CV if available)

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4) Where will you trade from?

☐ Home ☐ Business premises

If Business Premises, have you found suitable premises yet? YES /NO

5) What is the legal status or intended legal status?



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☐ Sole Trader ☐ Limited Company ☐ Partnership ☐ Not sure

☐ Other, please state

6) How many hours do you work or intent to work in your business?

☐ 0 – 16 hours ☐ 17 – 35 hours ☐ 36 hours +

7) Does or will anyone assist you within your business?

☐ Yes ☐ No

If yes, please give details

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8) Have you carried out any market research?

☐ Yes ☐ No

If yes, please give details

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9) Have you already got customers or potential customers or any offers of work?

☐ Yes ☐ No

If yes, please give details

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10) What has been your highest annual turnover/sales income since you've started trading?



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11) What are you investing or have invested in the business? Please itemize:

☐ Cash £.....

☐ Capital equipment
E.g. Tools, equipment, machinery, vehicles etc

☐ Stock / raw materials

☐ Web site

☐ Stationery

☐ Other, please specify

12) What other items do you think you need to develop or need to start your business?

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13) How much more cash in total do you think you will need to develop or to start your business?

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14) Will/Do you have regular suppliers?

☐ Yes ☐ No

If yes, will you be offered credit? ☐ Yes ☐ No

15) Will/Do you offer your customers credit terms?

☐ Yes ☐ No

If yes, please state your intended terms of trading (usually 30 days)

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16) Do you have a business bank account?

☐ Yes ☐ No



**Lady Sandie's
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17) How can Lady Sandie's Business Consulting help you?
(Advice, mentoring or training)

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Date:

Signature:

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|----------------------|-----------------|
| Office use | |
| Client reference no: | |
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| Date received: | Date contacted: |
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