**Basic Information Sheet for Business Plan Writing**

***(To be filled by the Client)***

**Name of Client:**

**Complete Address:**

**Tel:**

**Email:**

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| **SN** | **Question** | **Answer** |
| 1 | What is the Purpose of the business plan? |  |
| 2 | What is, or will be the name of your business? |  |
| 3 | What is the identified problem within your industry that you intend to solve through your business model? |  |
| 4 | What are the envisaged solutions? |  |
| 5 | What is your business model? |  |
| 6 | What are the main products and services? |  |
| 7 | Do you have an understanding of your external environment and overall competition? If yes, explain briefly. |  |
| 8 | Who are your key competitors? |  |
| 9 | What equipment and furniture do you need for your business ***(please list them and the envisaged quantity for each listed item)*** |  |
| 10 | What is the billing for each of your products or services? |  |
| 11 | What management structure do you envisage for your business and how will your business be managed ***(Please tell us briefly about the experiences and qualifications of the members of your management team. NB: We will need their detailed CVs for the appendix section of the business plan.*** |  |