

SMALL BUSINESS INSTITUTE® BUSINESS APPLICATION

BUSINESS NAME _____

BUSINESS ADDRESS _____

TELEPHONE (____) _____ BUSINESS HOURS _____

FAX (____) _____ E-MAIL _____

WEBSITE _____

NAME OF INQUIRER _____

POSITION/TITLE _____

DESCRIPTION OF BUSINESS _____

MAJOR PRODUCTS OR SERVICES _____

LENGTH OF TIME IN THIS BUSINESS _____

IF YOU ARE ACCEPTED AS A CLIENT WILL YOU BE WILLING TO:

A. MEET WITH THE STUDENT TEAM AT LEAST 6 TIMES DURING A SEMESTER TO DISCUSS THE PROJECT IN A FREE AND OPEN MANNER?

Yes No

B. PROVIDE RECENT BALANCE SHEETS AND INCOME STATEMENTS IF THEY RELATE TO THE PROJECT?

Yes No

HOW DID YOU FIND OUT ABOUT THE SBI PROGRAM?

SBA _____ SBI Promotion _____ CHAMBER OF COMMERCE _____ SBDC _____

PAST SBI PARTICIPANTS _____ ADVISORY BOARD COUNCIL _____ OTHER _____

PLEASE NOTE THAT ALL INFORMATION GIVEN HERE AND DURING ANY CONSULTING SESSION WILL BE HELD IN STRICT CONFIDENCE.

1. What methods of advertising do you currently use or are you considering using to attract your most likely customers?

2. Who are your main competitors? How do they advertise or attract customers? What prices do they charge? (try to discuss at least 2 competitors)

3. What are your competitive advantages? _____

4. What are your competitive weaknesses? _____

5. To what trade associations do you belong? If none, what are the primary trade associations serving your industry?

6. What magazines or other sources of information do you receive related to your business?

7. What are the specific areas for which you desire consulting assistance?

8. Number of employees
 current 6 mos ago 1 yr ago 2 yrs ago

9. Monthly gross income
 current 6 mos ago 1 yr ago 2 yrs ago

10. Monthly net profit
 current 6 mos ago 1 yr ago 2 yrs ago

Check which financial statements you currently have and will provide to the consultant at the start of the semester.

11. Income (profit and loss)
 monthly quarterly annually

12. Cash Flow
 monthly quarterly annually

13. Balance Sheet
 monthly quarterly annually

17. Do you hold any patents or copyrights? Do you have any contractual arrangements with supplies or customers? If yes, please describe.

A nonrefundable, administrative fee of \$199 must be submitted together with the application. Please make checks payable to University of Central Florida.

Please use the contact information below for any questions. Kindly return application by mail, fax or email to:

Jill Kaufman
Assistant Director
Small Business Development Center at UCF
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