

## BUSINESS PLAN/LOAN APPLICATION

**Introduction:** Before you establish a business you will most likely need to get a loan. In order to receive a loan you for your new business, you must first fill out the following loan papers. Then the bank will decide if you will be approved or not for the amount of money you are asking for.



1. **Name of Business:** \_\_\_\_\_
  
2. **Description of Product:** \_\_\_\_\_
  
3. **Market Analysis:**
  - a. Who will buy: \_\_\_\_\_
  - b. How much people will buy: \_\_\_\_\_
  - c. How much they will pay: \_\_\_\_\_
  - d. How they will learn about the product: \_\_\_\_\_
  
4. **Cost Analysis:**
  - a. Product costs for \_\_\_\_\_ units
    - (1).Raw Materials \_\_\_\_\_
    - (2).Manufacturing Equipment \_\_\_\_\_
    - (3).Rent \_\_\_\_\_
    - (4).Utilities \_\_\_\_\_
 Sub-total \_\_\_\_\_
  
  - b. **Labor Costs**
    - (1).Manager's salary \_\_\_\_\_
    - (2).Wages for \_\_\_\_\_ workers \_\_\_\_\_
 Sub-total \_\_\_\_\_
  
  - c. **Advertising**
    - (1).Material for ads \_\_\_\_\_
    - (2).Space rental (bulletin board) \_\_\_\_\_
 Sub-total \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

**5. Loan Amount Needed**

- a. Grand Total of Costs \_\_\_\_\_
- b. Minus Owner's Capital \_\_\_\_\_
- c. Loan amount needed \_\_\_\_\_
- d. Interest (loan x 10%) \_\_\_\_\_
- e. Total Loan Amount (c + d) \_\_\_\_\_

**6. Projected Profit**

- a. Grand total of costs + total loan costs \_\_\_\_\_
- b. Sales income needed for 20% profit \_\_\_\_\_  
(Add 20% of a to a.)
- c. Projected profit (subtract a from b) \_\_\_\_\_

**7. Projected Sales Analysis**

- a. Sales income needed (item 6b above) \_\_\_\_\_
- b. Number of units to be produced (item 4a) \_\_\_\_\_
- c. Unit Price (divide a by b) \_\_\_\_\_

I/we \_\_\_\_\_ (applicants names) respectfully apply for a loan in  
the amount of \_\_\_\_\_

\_\_\_\_\_ (Date) \_\_\_\_\_ (Owner's signature)

\_\_\_\_\_ (Owner's signature)

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(Loan officer only writes below this line.)

Strengths of applicant's plan:

\_\_\_\_\_

Weaknesses of applicant's plan:

\_\_\_\_\_

Plan accepted: \_\_\_\_\_ Plan rejected: \_\_\_\_\_

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of loan officer)