



## **BUSINESS HISTORY GUIDELINES**

**Please prepare a narrative that (approximately 1-2 pages in length) describes the history and nature of your business. Please make sure you include responses to all of the questions listed below and also include any other information you think would help us to better understand your business. This narrative should be somewhat similar to an “executive summary” of a business plan. Please provide full detail and description for each question. If you have already developed a business plan, please provide a copy of it.**

- 1) When was your company established and by whom?
- 2) Have you owned the business since inception? If not, when did you assume control of the business?
- 3) What products or services does your company offer? Please attach any sales brochures or catalogs that show or describe your products or services.
- 4) What is your geographic market or service area?
- 5) How do you market your products or services (i.e., type of advertising, direct mail, outside salesmen, etc.)?
- 6) What is the size (sq. ft.) of your current facility? When does your present lease expire?
- 7) If you are moving to a new facility (or enlarging your present facility), what will be the size (sq. ft.) of the new facility?
- 8) If you are moving to a new facility, how will this move affect your business?
- 9) How will this loan help your business (increase revenues, add new products/services, improve efficiency, etc.)? Please be specific.
- 10) Please share any other information that you feel would be helpful for us to better understand your business.