

A business plan should provide the most complete description of your overall business in about 1-2 pages. It must include the people involved in the business, the history of the company, and a detailed description of the production cycle. **When writing a business plan, be sure to address the following:**

- Executive Summary:** This is a brief description (2-3 sentences) that provides a general idea of the business.
 - When did you start the business?
 - What sector/industry is your business?
 - Why would you like to locate in Santa Fe Springs?
 - Objectives:** Include both short-term and the overall picture
 - What are your goals for the business?
 - What are your day-to-day tasks that take place at the site?
 - What is your anticipated growth of employees, trucks, products, etc.?
 - Mission Statement:** This should include your goals for customer service, efficiency, and your goals to help ensure a positive environmental impact.
 - How do you plan to dispose of trash?
 - How will you minimize waste?
 - Will you work with a recycling company?
 - What will you do to decrease noise, odors, and other pollutants at and from the site?
 - Company Information**
 - What is the size of the business- Is your business part of a larger chain or is it independently owned?
 - How many employees will work at this specific site? How many work in total in the company?
 - What are your hours of operation?
 - How many vehicles will be coming through your business on a weekly basis? Include employee cars, delivery trucks, etc.
 - Product Cycle**
 - What does your business sell/ buy/ manufacture/ store/ etc.?
 - Suppliers- Where and what company do your products come from?
 - What do you do with the products?
 - Where do you send them after you get them?
 - Who do you sell your products to?
 - How do you transport your products?
 - What hazardous or flammable materials will you be working with in your business?
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Licenses

- What licenses are required for you to operate your business?
- Which licenses have you already obtained?
- Do you have any licenses pending?

Estimates

- Provide estimated sales/ storage/ manufacture activities
 - How much input and output do you plan to have on a weekly basis?
 - How many deliveries can you expect?
 - Will there be any outdoor storage?
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