

Business Development Questionnaire

Please complete this questionnaire as best as you are able. You may use additional sheets of paper, if necessary. The last page of this questionnaire contains a list of the KSBDC service centers. Please send this completed questionnaire to the office serving the county where your business is or will be located. After the questionnaire has been reviewed, you will be contacted to discuss your proposed business venture.

Date Received _____
For Office Use Only
Date Called _____
Reponse _____

Initials _____
For Office Use Only
Date Called _____
Reponse _____

Initials _____
For Office Use Only
Date Called _____
Reponse _____

Initials _____
For Office Use Only
Date Called _____
Reponse _____

Initials _____

Name: _____ Phone: (____) _____

Fax: (____) _____ Email: _____

Address: _____ Zip Code: _____

I request business management consulting from the Kentucky Small Business Development Center and the Small Business Administration. I agree to cooperate should I be selected to participate in surveys designed to evaluate SBDC and SBA assistance services. I authorize SBA to furnish relevant information to the assigned management counselor(s) although I expect that information to be held in strict confidence, to the extent permitted by applicable law.

I further understand that any counselor(s) has agreed not to: (1) recommend goods or services from sources in which he/she has an interest, and (2) accept fees or commissions developing from this counseling relationship. In consideration of SBDC's and SBA's furnishing management or technical assistance, I waive all claims against SBA personnel, SCORE, SBDC and its host organizations.

(Signature of Person Requesting Service)

Date

Are you aware of the services offered by the Small Business development Center, which include consulting, training and small business resources?

While the SBDC may assist you in receiving loans, we do not offer loans, guarantees or grants.

BACKGROUND INFORMATION

- 1) How would you classify your business?
 Start-up business (Pre-venture) Ongoing business (In Business)
 Purchase of an existing business

How long have you been in business: _____

How is your business legally organized:

_____ Sole Proprietorship _____ C-Corporation
_____ Partnership _____ Sub S-Corporation
_____ LLC

- 2) What type of business have you started or you intend to start.
- 3) Please list in order of importance your top 3 areas of concern regarding your project?

1. _____

2. _____

3. _____

- 4) If you are starting a business, have you attended a workshop or seminar to assist you with your business startup? An example would be workshops offered at the SBDC or online.

Yes

No

- 5) Are you aware of your credit rating? Do you understand that 100% financing is not available?

Business Skills Assessment

Business Skills Area	Please X below what your status is for each skill				Comments
	OK	Need Some Help	Really Need Help	Situation Critical	
Business Plan:					
Organization					
Inventory					
Cash Flow Management					
Market Analysis					
Competition Analysis					
Marketing Plan					
Pricing					
Customer Service					
Sales					
Management Organization					
Public Relations					
Compliance:					
Tax					
Regulations					
Licensing					
Other:					
Knowledge of the Industry					
Business Location Analysis					
Managing Customer Credit & Collections					
Obtaining Technical Assistance					
Legal Issues					

Estimated Cash Needed to Start a Business

While organizing and gathering information for your business plan, you will also need to determine the estimated cash needed to start your business. Complete the following worksheet:

Estimate of monthly expenses based on sales of \$_____ per year

Estimate of cash needed to start (multiply Column 1 by number of months anticipated to be non-profit months – 6th months is the recommended number of months).

	Column 1	Column 2
1. Salary of Owner/Manager		
2. All other salaries & wages		
3. Rent:		
a. Building		
b. Equipment		
4. Advertising		
5. Delivery expense		
6. Supplies		
7. Telephone/Fax/Internet		
8. Other utilities		
9. Insurance		
10. Taxes, including social security		
11. Interest		
12. Maintenance		
13. Legal & other professional fees		
14. Miscellaneous		
15. SUBTOTAL		

Starting Costs You Only Pay Once

16. Fixtures & Equipment (get quotations from suppliers)	
17. Decorating & remodeling (get quotations from contractors)	
18. Installation of fixtures/equipment (get quotations from suppliers)	
19. Starting inventory (supplier can help estimate)	
20. Deposits with public utilities (check with utility companies)	
21. Legal & other professional fees (talk to a lawyer, CPA, etc.)	
22. Licenses & permits (check with city offices)	
23. Advertising & promotion for opening (estimate what you'll use)	
24. Accounts receivable (what is owed to you)	
25. Cash (working capital) (for unexpected expenses and reserve for loan principal payment)	
26. Other (make separate list, enter total in Column 2)	
27. Total Estimated Cash need to start (add Column 2)	

SBDC Network Offices

Please contact the SBDC that serves the county where your business is or will be located.

<p>Ashland Morehead State University 1645 Winchester Avenue 2nd Floor Ashland, KY 41101 P: 606.329.8011 F: 606.324.4570</p> <p>Counties Served: <i>Boyd, Carter, Elliott, Greenup & Lawrence</i></p>	<p>Bowling Green Western Kentucky University 1906 College Heights Blvd. # 61086 Bowling Green, KY 42101 P: 270.745.1905 F: 270.745.1931</p> <p>Counties Served: <i>Allen, Barren, Butler, Cumberland, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson & Warren</i></p>	<p>Elizabethtown University of Kentucky 1105 Juliana Court, Suite 6 Elizabethtown, KY 42701 P: 270.765.6737 F: 270.769.5095</p> <p>Counties Served: <i>Breckinridge, Grayson, Green, Hardin, Larue, Marion, Meade, Nelson, Taylor & Washington</i></p>
<p>Highland Heights Northern Kentucky University 305 Johns Hill Rd. Highland Heights, KY 40199 P: 859.442.4281 F: 859.442.4285</p> <p>Counties Served: <i>Boone, Campbell, Gallatin, Grant, Kenton & Pendleton</i></p>	<p>Hopkinsville Murray State University 2800 Ft. Campbell Blvd. Hopkinsville, KY 42240 P: 270.886.8666 F: 270.881.9366</p> <p>Counties Served: <i>Caldwell, Christian, Crittenden, Hopkins, Livingston, Lyon, Muhlenberg, Todd & Trigg</i></p>	<p>Lexington University of Kentucky 330 East Main Street, Suite 210 Lexington, KY 40507 P: 859.257.7666 F: 859.257.1751</p> <p>Counties Served: <i>Anderson, Bourbon, Boyle, Clark, Fayette, Franklin, Harrison, Jessamine, Mercer, Nicholas, Powell, Scott & Woodford</i></p>
<p>Louisville Greater Louisville Inc. 614 West Main Street Louisville, KY 40202 P: 502.625.0123 F: 502.625.1181</p> <p>Counties Served: <i>Bullitt, Carroll, Henry, Jefferson, Oldham, Owen, Shelby, Spencer & Trimble</i></p>	<p>Maysville Morehead State University 201 East Third Street Maysville, KY 41056 P: 606.564.2707 F: 606.564.5535</p> <p>Counties Served: <i>Fleming, Mason, Bracken, Robertson, and Lewis</i></p>	<p>Middlesboro Southeast KY Technical & Community College Bell County Campus 1300 Chichester Avenue Middlesboro, KY 40965 P: 606.248.0563 F: 606.248.3267</p> <p>Counties Served: <i>Bell, Clay, Harlan, Knox, Leslie, Letcher & Perry</i></p>
<p>Morehead Morehead State University 150 East First Street Morehead, KY 40351 P: 606.783.2895 F: 606.783.5020</p> <p>Counties Served: <i>Rowan, Bath, Menifee & Montgomery</i></p>	<p>Murray Murray State University Business Bldg, South, Room 253 Murray, KY 42071 P: 270.809.2856 F: 270.809.3049</p> <p>Counties Served: <i>Ballard, Calloway, Carlisle, Fulton, Graves, Hickman & Marshall</i></p>	<p>Owensboro Murray State University 200 E. 3rd Street, Suite 302 Owensboro, KY 42303 P: 270.926.8085 F: 270.663.1051</p> <p>Counties Served: <i>Daviess, Hancock, Henderson, McLean, Ohio, Union & Webster</i></p>
<p>Paducah Murray State University 401 Kentucky Avenue Paducah, KY 42003 P: 270.443.2783 F: 270.442.9152</p> <p>Counties Served: <i>McCracken</i></p>	<p>Paintsville Morehead State University Teays Branch Road 120 Scott Perry Drive Paintsville, KY 41240 P: 606.788.6008 F: 606.789.5623</p> <p>Counties Served:</p>	<p>Pikeville Morehead State University 3455 N. Mayo Trail, #4 Pikeville, KY 41501 P: 606.432.5848 F: 606.432.8924</p> <p>Counties Served: <i>Floyd, Johnson, Knott, Martin & Pike</i></p>
<p>Richmond Eastern Kentucky University Business & Technology Center Room 145 Richmond, KY 40475 P: 859.622.1384 F: 859.622.1413</p> <p>Counties Served: <i>Estill, Garrard, Jackson, Laurel, Lincoln, Madison & Whitley</i></p>	<p>Somerset Eastern Kentucky University 675 Monticello Street, Suite A Somerset, KY 42501 P: 606.678.3042 F: 606.678.3065</p> <p>Counties Served: <i>Adair, Casey, Clinton, McCreary, Rockcastle, Russell & Wayne</i></p>	<p>West Liberty Morehead State University MSU Regional Enterprise Center 151 University Drive West Liberty, KY 41472 P: 606.743.4005 F: 606.743.4002</p> <p>Counties Served: <i>Breathitt, Lee, Magoffin, Morgan, Owsley & Wolfe</i></p>