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Pattanaphong Khuankaew/Getty Images Business Plans are used by entrepreneurs to secure financing for their business ideas or small business owners to refine their business strategy. Regardless of the goal, having templates in the finished place can be helpful. If you've never written a business plan before, or you just want to save time and effort, here are 10 websites where you can download a business plan template and get started, complete business plan samples, and additional information covering everything you need to know about business plans. Address - Phone - Email - Vision This section should articulate your hopes and dreams for business. You can write a statement about the vision. For example: What are you building? What do you see this business getting into x years? How do you plan to develop the business and to what extent? For example, will you hire employees, open branches, or accept the business community? Do you plan to end up selling the business at a profit or providing money for your retirement? A business review (or mission) business review or mission should describe how you are going to achieve your vision. For example: What services will you provide? What is your target market - who will buy your services? How will your service offerings address customer needs? For example, what is your unique offer to sell? How will you deliver your services? Will you offer your services online, through your home business, or in a place for business? The Pricing Strategy Section price strategy should demonstrate how your business will be profitable. Generalize projected revenues and expenses: How much will you charge for your services? Describe briefly how your prices will be competitive enough to attract customers, but be high enough to generate profits after subtracting costs. Consider break-even analysis and price strategies. Advertising and Promotion This section describes how you are going to get the word out to customers about your services. For example: What are the most effective ways to market your services? For example, will you sell them through a business website, email, social media or newspapers? Will you use promotional sales methods such as price discounts for new customers? What marketing materials will be used - business cards, leaflets or brochures? What about referrals? Goals This section lists your goals and success rates by time, as well as potential issues or challenges. For example: capturing 20% of the local market share by the end of the year. Get five regular customers in the first six months of operation. Earn a net income of \$50,000 for the first fiscal year. List any obstacles or problems. For example: Winter season or bad spring weather reduce the demand for landscaping services. Action plans Elements of action needed to achieve your goals using milestone dates. For example: A fully equipped home office will be completed by the date. By date, business licenses and insurance purchased. By date, the purchase of the delivery van talks to the dealer. By date, launch a business website with a description of services and a price list. By date, the social media marketing plan is in place and potential customers are connected through Facebook and LinkedIn. Cloud accounting software has been signed under the date and customer invoice templates have been configured. Describe possible solutions for any potential obstacles: If landscaping services cannot be delivered due to bad weather, look at providing other services such as snow removal or tree pruning. What should be on the cover of your business plan depends entirely on your audience and how you use the plan. If it's used to raise funds, you should include a legal waiver, said Brian Cairns, founder of ProStrategix Consulting. You should talk to a lawyer for appropriate wording, but whenever you make forward-looking statements, it should be clear that they mean a performance guarantee. You also want some non-disclosure language as well. As for cv, another important section of your business plan, Cairns offered a few key points for you to include: How a business is unique or if not unique, how it plans to differentiate itself in the market As a business will make money Of the Core Business Model Business Goals and Goals Market Factors and Business Environmental Factors that Can Affect Business Key Strategies to Achieve Goals and High-Level Financial Summary Goals, income and profit for the first and second year if it is a three-year plan, plus a third year, if this five-year plan template business plan Balance is broken down into sections that will help you complete the best business plan, regardless of whether you create it for financing or strategy. The website also breaks down each section and provides instructions on how to download and fill out a template. Each section can be moved to Word, Excel, or a similar text processing app by simply copying and shuffling the text. Editor's note: Looking for a business plan template or service for your business? Use the questionnaire below to get free information from various vendors: The investor-approved template of the Bplans business plan was used by Princeton University and Babson College to teach entrepreneurs how to start a business. The template starts with a resume and then guides you through other elements including a financial plan and a company review. Bplans also provides a step-by-step guide to writing a business plan and a library of exemplary business plans to make sure you're on the right track. Institute own business business Part of the Santa Clara University Center for Innovation and Entrepreneurship, offers a business plan template consisting of 15 sections, including business profile, license and permit, and location sections. MOBI provides useful suggestions on how to fill each section and who should consider it. You can download a template for Word. One of the interesting things about the SCORE business plan template is that once it's completed, you can meet with a SCORE mentor for expert advice on business planning. SCORE offers options for startups and established businesses, and you'll find plans for business planning, financing, marketing, and other areas you might want to implement. The company's one-page business plan offers exactly what the title says: a one-page business plan for those who don't need to develop a plan. The one-page business plan is divided into several sections that cover your vision, mission, goals, strategies, and action plans. You can answer all the questions using keywords and short phrases. This is the official template for a New York startup! Business plan competition. The PDF business plan template was adapted from Rhonda Abrams's Successful Business Plan: Secrets and Strategies (The Planning Shop, 2010). Each section contains instructions on the type of information you need to enter. In addition, the template includes SWOT analysis and an additional technology plan. PlanBuildr offers a step-by-step guide that will help you complete every section of the business plan template, which is especially useful for those who have never written a business plan before. It takes less than 10 minutes, and PlanBuildr automatically calculates the financial performance for you. You can choose from 10 professional projects for your business plan. The free Legal Template business plan template is available for download and you'll simply print it out when it's finished. You can also download the completed version for use as a link. A template of eight chapters explains what information should be in each section and why. You can subscribe to the 14-day free trial to download PandaDoc business plan templates. You will find templates for general business, as well as specific templates for restaurants, bakeries, hotels, startups, cafes and salons. Once you sign up for a free trial, you can customize the template to please your business needs by adding photos, pricing tables, videos and a theme that matches your branding. Once you are done, you can send it and track the opens and views through PandaDoc. InvoiceBerry is primarily a billing and tracking platform, but the company offers free business plan templates for freelancers and small businesses. Plans for Word, Excel, OpenOffice PowerPoint and you can download them directly from the website. The site also provides a checklist of business plan to make sure you include all information, as well as marketing plans and resumes that you can insert into your business plan. A good business plan should answer the following questions, according to Cairns. What are the business goals and objectives? What market and environmental factors can affect a business? What strategies will you use to achieve your goals and objectives? Who is your ideal target, and how will you achieve them? How much will it cost to complete your plans? It's nice to use templates on any basis, but there are some drawbacks to free business plan templates. The process of writing a business plan allows you to personally find kinks in your business and work on them, says Attiyah Atkins, founder of AP Editing. Now starting with an online template is a good start, but it needs to be considered and focused on your market. Downloadable business plans may have dated market prices, making the budget inaccurate. If you want to get money from investors, you need an individual business plan with zero errors. Janil Jean, head of overseas operations at LogoDesign.net, says that free templates offer limited customization (such as company name and some text) and are used by tons of people, so if you use one to secure funds, investors may be tired of seeing that business plan format. The advantage of paying business plan templates - or paying for an expert to review your business plan - is the accuracy of the information and the high setting. Looking for help in your business plan? Check out our samples for better business plan software and services. Your audience receives thousands of applications a day. What do your business plan stand out from the crowd when you're not there in the room when they make decisions about your venture? Jin said. Visual effects are the best way to impress and attract attention. It makes sense to get paid templates that allow you to customize as much as possible through design, images and branding. For an earlier version of this article, some interviews with sources were conducted. Article. template business plan free. template business plan word. template business plan ppt. template business plan uk. template business plan pdf. template business plan indonesia. template business plan startup. template business plan powerpoint

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