|  |  |
| --- | --- |
| **Sources of Capital** |  |
| **Owners' Investment (name and percent ownership)** |  |
| Your name and percent ownership - | $ |
| Other Investor - | $ |
| Other Investor -  | $ |
| **Total Investment** | $ |
|  |  |
| **Bank Loans** |  |
| Bank 1 | $ |
| Bank 2 | $ |
| **Total Bank Loans** | $ |
|  |  |
| **Other Loans** |  |
| Source 1 (Name) | $ |
| Source 2 (Name) | $ |
| **Total Other Loans** | $ |
|  |  |
| **Total Capital from all Sources** | $ |

**Startup Work Sheet**

Enter your company name here :

|  |  |
| --- | --- |
| **Start Up Expenses** |  |
| **Building and Real Estate – Think OUTSIDE** |  |
| Purchase | $ |
| Construction  | $ |
| Remodeling | $ |
| Other | $ |
| **Total Building and Real Estate** | $ |

|  |  |
| --- | --- |
| **Total Leasehold Improvements – Think INSIDE** |  |
| Item 1 | $ |
| Item 2 | $ |
| Item 3 | $ |
| Item 4 | $ |
| **Total Leasehold Improvements** | $ |

|  |  |
| --- | --- |
| **Capital Equipment List** |  |
| Furniture | $ |
| Fixtures | $ |
| Equipment | $ |
| Machinery | $ |
| Other | $ |
| **Total Capital Equipment List** | $ |

Page 2

|  |  |
| --- | --- |
| **Location and Admin Expenses (Cost of Doing Business)** |  |
| Rent and Related Cost | $ |
| Utility Deposits | $ |
| Legal and Accounting Fees | $ |
| Prepaid Insurance | $ |
| Pre-Opening Salaries  | $ |
| Office Supplies | $ |
| **Total Location and Admin Expenses** | **$** |

|  |  |
| --- | --- |
| **Opening Inventory** |  |
| Category 1 | $ |
| Category 2 | $ |
| Category 3 | $ |
| **Total Opening Inventory** | $ |

|  |  |
| --- | --- |
| **Advertising and Promotional Expenses** |  |
| Advertising | $ |
| Signage | $ |
| Printing | $ |
| Travel/Entertainment | $ |
| Other | $ |
| **Total Advertising and Promotional Expenses** | $ |

|  |  |
| --- | --- |
| **Other Expenses** |  |
| Category 1 | $ |
| Category 2 | $ |
| Category 3 | $ |
| **Total Other Expenses** | $ |

|  |  |
| --- | --- |
| **Total Start Up Expenses** |  |
| Total Building and Real Estate | $ |
| Total Leasehold Improvements | $ |
| Total Capital Equipment List | $ |
| Total Location and Admin Expenses | $ |
| Total Opening Inventory | $ |
| Total Advertising and Promotional Expenses | $ |
| Total Other Expenses | $ |
| **Grand Total Expenses** | $ |