

AT HOME GROUP

Home-Based Business Budget Form

Please fill out this form and submit it with your application for Home-Based Business Assistance. The costs you will show here are for the first year of your Home-Based Business after approval of your application.

Starting Inventory (please list)

Office Supplies (itemized with cost for each)	\$
	\$
	\$
	\$
	\$
	\$
Office supplies total	\$
Permits or license fees	\$
Telephone	\$
Rent	\$
Other monthly bills (please list)	\$
Insurance	\$
Marketing expenses	\$
Wages (your pay)	\$
Equipment	\$
Taxes	\$
Miscellaneous	\$
Total Expenses	\$

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Home-Based Business Plan Form

**Please fill out this form and submit it with your application for Home-Based Business Assistance. The activities you will show here are for the first year of your Home-Based Business after approval of your application.
Provide as many answers as you can.**

I. The Business

A. Name of your business

B. Brief description of your business

C. Marketing

1. Describe your customer base. Who are your customers?

2. Explain any marketing or advertising plans. How will you tell people about your services?

D. Competition

1. Who are your competitors?

2. List the advantages your business has over your competition

E. List the skills and experience you bring to the business

F. Operation

1. Location of your business

2. List any permits and/or licenses you and your business will need

3. Explain the day-to-day management of your business

II. Budget

- A. Attach the completed budget form**
- B. Salary for yourself and any employees. Is this a livable wage?**

- C. List any needed insurance**

- D. Discuss rent, lease and storage for your business**

- E. Describe how inventory will be obtained, stored, and priced**

III. Supporting Documents

- A. Include any documents you have about this business, such as information about products and any research about similar businesses**

B. Include a resume

C. Copy and attach any permits and/or licenses that you have obtained

D. One year plan for business. Where do you want this business to be in one year?

E. Other info that may be important to the At Home Group