

WRITING A BUSINESS LOAN PROPOSAL: SUGGESTED CONTENTS

General Information

- Purpose of the loan
- Expected benefits of the loan
- Amount of money required
- Sources of repayment
- Desired repayment terms
- List of available collateral, including market values

Description of Business

- History information
- Planned changes to business operations, if any

Management Information

- Personal resume
- Key staff, including description of their roles in the business (provide resumes)
- Other key advisors e.g., attorney, accountant, insurance agent

Market Information

- Products/services provided
- List of competitors, suppliers and clients/customers
- Define market area and method of distribution

Financial Information

- Balance sheets & income statements (three year-end statements & interim for current year)
- Federal tax returns (past three years)
- Projected income statement (minimum of twelve months into future)
- Projected cash budget (for same time period as projected income statement)
- Personal financial statement

Information provided by:

Arkansas Small Business Development Center

University of Arkansas at Little Rock - College of Business

Donald W. Reynolds Center for Business and Economic Development