

HOW WE PRODUCE YOUR PLAN



**Small
Business
Plans**
by Assent



It takes 5 working days for your business plan to come together (less if urgent)

- 1 Complete a questionnaire for us (should take about 15-20 minutes).
- 2 We'll call you for a chat about your business and what you need.
- 3 Our skilled staff will get to work pulling all of your information together.
- 4 We'll write your business plan and have it professionally designed, layed out and formatted.
- 5 We'll send you a draft for your review.
- 6 Make any changes you need.
- 7 We'll modify your plan with your changes and send you a final version.

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Step 1: Questionnaire

We will ask you to complete a 15-20 minute Questionnaire about your business or business idea.

If any of the questions can't be answered, you can skip them.



We'll even include a **free signed Confidentiality Agreement** so that you know your info will be safe.



After you have completed your Questionnaire, we'll review it. Then we will call you when it suits you.



Step 2: Chat



We'll schedule a time to talk with you about your business and what you need.



We can go through any areas of the Questionnaire you would like to discuss and help you with any decisions you need to make before we start pulling together the plan – for example: "Do I need a Trademark?"



Step 3: We'll gather your information

A small team led by a Plan Writer will gather all the info needed for your business plan: market research, financial costs.



Anything you need and don't already know,
we can find for you!



Step 4: We will prepare your plan.



It all gets professionally designed, laid out, formatted and written.

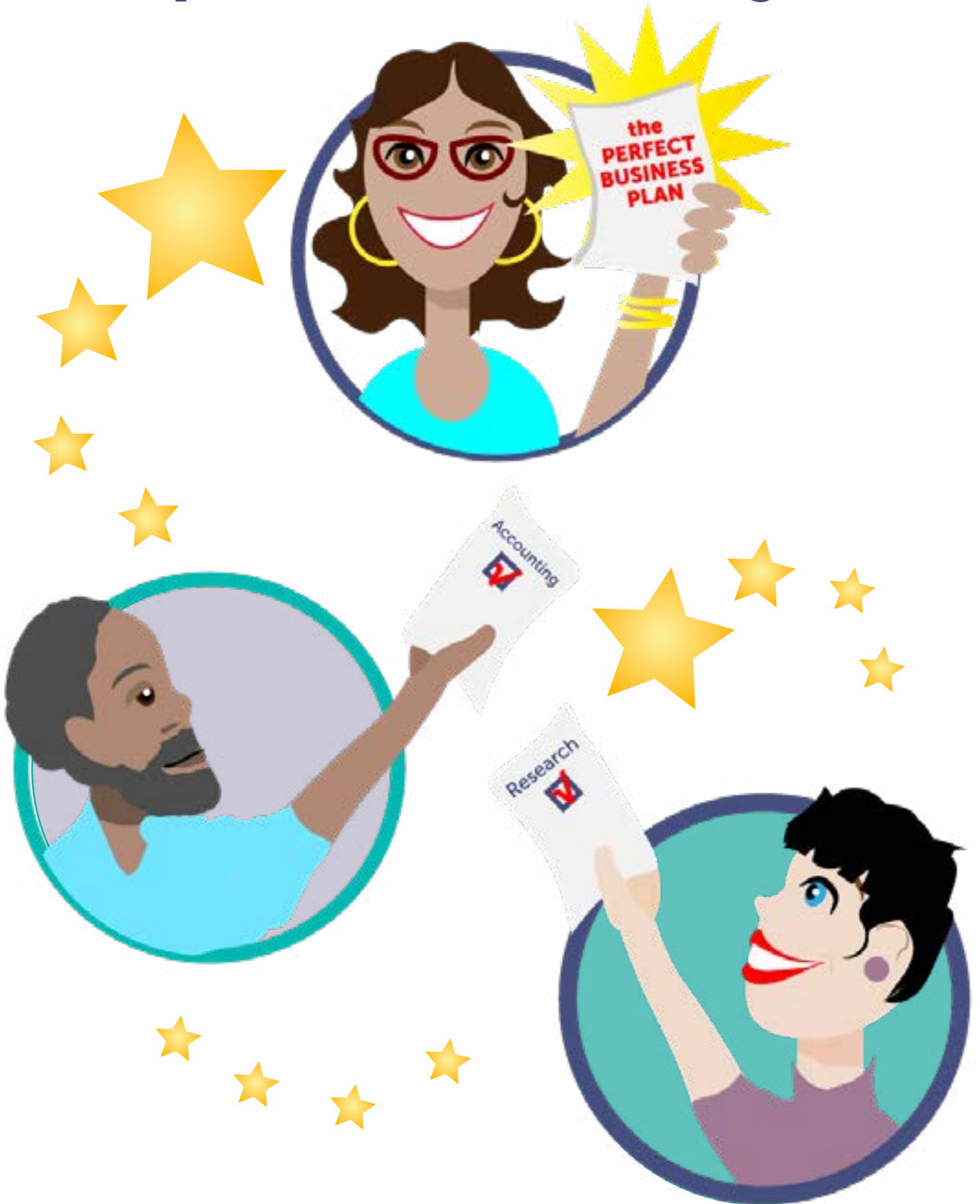


Step 5: The first draft

We send you Version 1 to review and approve. You can change anything you need to.



Step 6: We make the changes.



Step 7: We send the new version.



That's often the end of the process.
But if you need more help on your plan, we will
be right there to help.

Here are some other options we offer at this stage:

- Help you with presenting and rehearsing your plan
- Help you to raise money or get a Grant
- Help with marketing
- Advice on anything you need to know or learn

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