

***Oakley Entrepreneur Center***

**Application**

**Company Information**

1. Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Is your business a proprietorship, partnership, or corporation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tax ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. What year was business started? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Are you pursuing this business on a: \_\_\_\_ Full-time basis \_\_\_\_ Part-time basis?

5. Employee Information

 Number of current employees: Full time\_\_\_\_\_ Part time \_\_\_\_\_\_

 Please estimate future employment:

 One year from now: Full time\_\_\_\_\_\_ Part time \_\_\_\_\_\_

 Two years from now: Full time\_\_\_\_\_\_ Part time \_\_\_\_\_\_

6. Briefly describe your business, its products, and the market you are targeting,

 Including the following areas:

* Description of products/services to be offered
* What unmet market need or demand does your product/service fulfill
* Details of your potential customers
* Details of market research activities for the product/service that have been performed
* Details of your major competitors
* What are your competitive advantages
* Describe your pricing strategy
* How will you promote/advertise your products/services
* What sales volume is needed to break even and in what timeframe

7. Please estimate the initial capitalization of your business:

$0 - $50,000 \_\_\_

$50,000 - $100,000 \_\_\_

$100,000 - $250,000 \_\_\_

over $250,000 \_\_\_

8. Have you secured funding for your business to date? \_\_\_\_\_ If so, how much?

 (including personal funds) $\_\_\_\_\_\_\_\_\_\_\_\_

9. Do you have a completed business plan for your business? \_\_\_ Yes \_\_\_ No

10. What type space do you need? \_\_\_\_\_ Private Office \_\_\_\_\_ Co-working space

11. What date do you estimate you will need to take occupancy of the space?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Please identify the type(s) of assistance you are seeking:

\_\_\_ General business assistance \_\_\_ Accounting/Bookkeeping

\_\_\_ Market research \_\_\_ Management/Operations

\_\_\_ Marketing/sales \_\_\_ Human resources

\_\_\_ Business plan preparation \_\_\_ Product development

\_\_\_ Legal \_\_\_ Financing

My signature below certifies the information contained in this application is true and complete. I understand this application, when submitted, becomes the property of the Oakley Entrepreneur Center and will be retained by the Center whether or not my application is accepted.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Internal Use only

 Application: Received\_\_\_\_\_\_\_

 Reviewed\_\_\_\_\_\_\_

 Accepted \_\_\_\_\_\_\_\_ Denied \_\_\_\_\_\_

 Comments: