



## Southeastern Pennsylvania Defense Transition Initiative Business Intake Form (Optional)

Name of Business:

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Principal:

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Telephone Number:

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Street Addr., City,  
Zip, County

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Website:

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E-mail Address:

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Interviewer Name &  
Organization:

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### General Business Information

Describe Business, including legal structure ( <i>sole proprietor, LLC, etc.</i> )	
Year established	
How long have you owned the business?	
Is your business profitable?	
How would you describe the current condition of the business?	
Are sales seasonal? If so, have you taken steps to offset the seasonal patterns? How successfully?	
What opportunities exist for the business that you would like to pursue?	
What do you perceive as the problem(s) and/or challenge(s) facing your business?	



What type(s) of outside assistance and information do you believe will help you reach your goal(s)?	
Does the business have a CPA, outside bookkeeper, attorney? Describe their professional services to the business.	
NAICS Codes	
D & B Duns#	
CAGE Code	
EIN #	
SAM Registration	

Sales/Revenues	2011	2012	2013	2014	2015
Annual Sales – DoD					
Annual Sales - Domestic					
Annual Sales - International					
Annual Sales – Federal & State Government					
Total Annual Sales					
% of Sales- DoD					

Number of Employees	PT	FT	Total	Number of Layoffs	PT	FT	Total
2015				2015			
2014				2014			
2013				2013			
2012				2012			
2011				2011			

Does your company have a written business plan?  Yes  No  
 If so, when was it written? \_\_\_\_\_ When was it last updated? \_\_\_\_\_

Are all your taxes current?  Yes  No

**Do you have a formal:**

- Sales and Expense Forecast?  Yes  No
- Operating statement (Profit & Loss)?  Yes  No
- Balance Sheet?  Yes  No
- Cash flow statement?  Yes  No



Please check one option for each category. Use comments section for explanation, if needed.

No Problem	Small Problem	Big Problem	Category	Comments
			<b>Operations:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Customer Service Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate Inventory	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inventory Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Production	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job Costing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient Capital	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forecast Projections	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operations Staff Special Skills Needed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operations Staff Size	
			<b>Sales and Profitability:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revenue	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cost of Goods Sold	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gross Margin	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fixed Expenses	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Debt Level	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Net Income	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sales Staff Size	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sales Staff Compensation Type (Salary – Commission)	
			<b>Marketing:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Marketing Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Industry Information	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Product and Services	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demographic Information	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Target Market/Customer Profile	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Marketing Strategy	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Action Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Marketing Materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advertising	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Merchandising	

No Problem	Small Problem	Big Problem	Category	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sales/Presentation	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strategic Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Marketing Staff Size	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Marketing Budget	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Web Presence	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trade Shows/Events	
			<b>Human Resources:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job Descriptions	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Orientation and Training	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluation Process	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy Handbook	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recruitment Strategy	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interviewing Process	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employment Under/Over	
			<b>Accounting/Record Keeping</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bookkeeping System in Place	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoicing Current	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Payroll Current	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accounts Receivable Current	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accounts Payable Current	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reports Generated	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reports Utilized	
			<b>Technology</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Level of Computer Literacy	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer Platform	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operating System Type/Version	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Software(s)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tracking Software(s)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Database(s)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reporting	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Industry Unique Software(s)	
			<b>Other</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		