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## Business Development Services

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- 1) MY NAME IS: \_\_\_\_\_ FROM VILLAGE \_\_\_\_\_ MEMBER ID \_\_\_\_\_ NUMBER OF SHARES \_\_\_\_\_
- 2) Business activity: \_\_\_\_\_ Length operating \_\_\_\_\_ Location (of business) \_\_\_\_\_ business registered Y/N
- 3) This is a SWOT analyses of my business:

<p style="color: blue; text-decoration: underline;">STRENGTHS</p> <p><b>My strengths which I will build on</b></p> <p>1 _____</p> <hr/> <p>2 _____</p> <hr/> <p>3 _____</p> <hr/> <p style="color: blue; text-decoration: underline;">OPPORTUNITIES</p> <p><b>The op's I want to capitalize on</b></p> <p>1 _____</p> <hr/> <p>2 _____</p> <hr/> <p>3 _____</p> <hr/>	<p style="color: blue; text-decoration: underline;">WEAKNESSES</p> <p><b>My weaknesses which I will address</b></p> <p>1 _____</p> <hr/> <p>2 _____</p> <hr/> <p>3 _____</p> <hr/> <p style="color: blue; text-decoration: underline;">THREATS</p> <p><b>Potential threats which I am aware of</b></p> <p>1 _____</p> <hr/> <p>2 _____</p> <hr/> <p>3 _____</p> <hr/>
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- 4) I want a loan for:

\_\_\_\_\_

\_\_\_\_\_

- **Loan details:** I need a loan of \_\_\_\_\_ at \_\_\_\_\_% interest
- I will repay: Loan principle \_\_\_\_\_ Interest \_\_\_\_\_
- I will make Savings of \_\_\_% \_\_\_\_\_ I will buy shares of \_\_\_% \_\_\_\_\_
- My total payment is \_\_\_\_\_ to be repaid over \_\_\_\_\_ months
- I need to make a weekly, fortnightly, monthly repayment of \_\_\_\_\_

Money Available	
<b>Loan</b>	_____
Savings	_____
Other money	_____
<b>Total</b>	_____

- 5) My last loan was \_\_\_\_\_, at \_\_\_\_\_% I got it from \_\_\_\_\_ I repaid it in \_\_\_\_\_ months I made \_\_\_\_\_ savings
- 6) I spent my previous loan on: \_\_\_\_\_
- 7) I have set these monthly objectives for my business, these include: marketing, sales, supplier targets and measurements:

MONTH	OBJECTIVE	TARGET	MEASUREMENT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			





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13) I will make \_\_\_\_\_ sales turn over per week **SALES TURN OVER = SALES QUANTITY X PRICE**

14) I'm going to organise my business by getting the products from the supplier to my business and then to the customer:

- I need to communicate with the supplier \_\_\_\_\_ days in advance
- I am going to collect products (from the supplier) \_\_\_\_\_ / week or \_\_\_\_\_ / month
- It's going to take me \_\_\_\_\_ hours / days to get the products from the suppliers to my business.
- I will take the minibus, coach, pickup to the supplier, this will cost \_\_\_\_\_
- I will sell my products at \_\_\_\_\_ this is going to cost me in rent / market fee \_\_\_\_\_ / month
- I need number of staff \_\_\_\_\_ number of hired labour \_\_\_\_\_ to help my business

15) Knowing what my selling price is and what my costs are, I am able to calculate my breakeven number of sales

<b>QUANTITY</b>			
<b>DIRECT COSTS</b>			
<b>INDIRECT COSTS</b>			
<b>FIXED COSTS</b>			
<b>TOTAL COST</b>			
<b>AVERAGE COST / BREAKEVEN PRICE</b>			
<b>PRICE</b>			
<b>TOTAL REVENUE</b>			
<b>PROFIT</b>			
<b>BREAKEVEN # SALES</b>			

16) I will diversify my business and make it stronger by:

**A) Wider range of products**

**B) New markets**

- |          |          |
|----------|----------|
| 1) _____ | 1) _____ |
| 2) _____ | 2) _____ |
| 3) _____ | 3) _____ |

17) With the profits I will:

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