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Business Plan

[YEAR]

Prepared By

John Doe



Dream fulfillment

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Executive Summary

Business Overview

Objectives

Management

Mission

Keys to Success

Financial Highlight

Business Overview

Eventel LLC

Welcome to the future of event planning! *Eventel, The event planning specialists* bring to the community of Portland a new breath of air in the event planning market. By combining old fashioned values, going the extra mile, and using cutting edge event-p

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Objectives

Eventel is a small business aimed at the big time. In order to reach its lofty goals, Eventel must focus on the mission behind the vision. It will take all the employees, owners, founders, and vendors daily living the vision that Eventel represents. The vision man To unlock help try Upmetrics!

Management



John Doe
Owner - john.doe@example.com

Eventel will be lead by John Doe. Throughout her life, Ceece has been a planner, and only recently has she truly discovered that she could leverage her passion and skill into a business opportunity. While Greece was pursuing her undergraduate and graduate degrees, she was a chairperson for no less than four different student organizations. After receiving her MBA, she went to work for IBM as a project manager. It was her six years at IBM pursuing project management that truly honed not only her planning/ project management skills but also her interpersonal skills. After her fifth year at IBM, Greece began to get a bit too complacent and began dreaming of leaving to begin her own business. At first, it was a struggle to figure out what she could do on her own. One day on a long bike ride she had an epiphany, realizing that she should begin her own event planning company.

Mission



In an ever-changing, fast-paced world, success is determined by good choices for lasting effects. Communication is essential. *Eventel* strives to be the best choice for clients by helping to ease their event planning burden. Through consistent, predictable production of the produc

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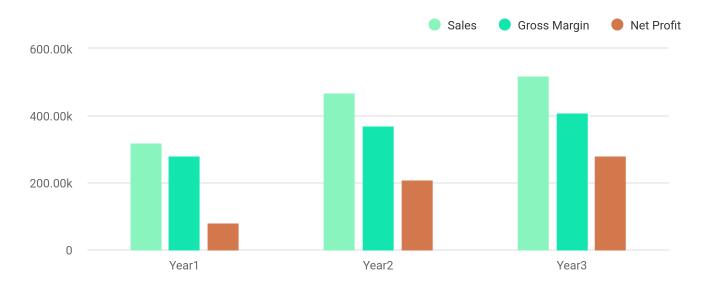
Keys to Success

Our keys to success include the commitment to quality by every person who is part of the team. Each of us will be responsible to push ourselves to a higher level of professionalism in three areas:

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Financial Highlight

Net Income & Gross Margin



| Financial Year | Sales | Gross Margin | Net Profit |
|----------------|---------|--------------|------------|
| Year1 | 320,000 | 280,000 | 80,000 |
| Year2 | 470,000 | 370,000 | 210,000 |
| Year3 | 520,000 | 410,000 | 280,000 |

Business Summary

About Business

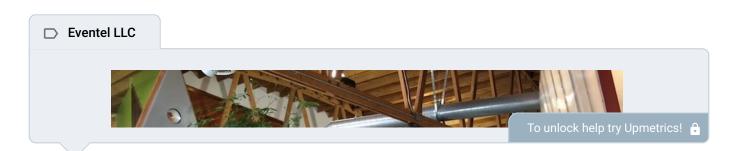
Business Ownership

Start-up Summary

Location

Office Design

About Business



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Business Ownership

Eventel is established as a sole proprietorship with the intention of selling the business when it is established to one of the employees invested in the vision of event planning. All aspects of the business will be documented to ensure clients can count on the s

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Start-up Summary

Through careful planning on the part of the founders, the startup costs for *Eventel* is minimal. It began as a home-based business with little overhead, and it continues to demand fewer outlay of funds as a service-based business. The start-up cost investment fundamental transfer of the founders, the start-up costs for *Eventel* is minimal. It began as a service-based business with little overhead, and it continues to demand fewer outlay of funds as a service-based business. The start-up cost investment fundamental fundamental

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Startup Expense

| Start-up Expenses | |
|-------------------|----------|
| Legal | [Amount] |
| Stationery etc. | [Amount] |
| Brochures | [Amount] |

| Start-up Expenses | |
|--------------------------|----------------|
| Consultants | [Amount] |
| Insurance | [Amount] |
| Rent | [Amount] |
| Research and Development | [Amount] |
| Expensed Equipment | [Amount] |
| Other | [Amount] |
| Total Start-up Expenses | [Total Amount] |

Start-up Assets

| Start-up Assets Needed | | | |
|-------------------------------|----------------|--|--|
| Cash Balance on Starting Date | [Amount] | | |
| Start-up Inventory | [Amount] | | |
| Other Current Assets | [Amount] | | |
| Total Current Assets | [Amount] | | |
| | | | |
| Long-term Assets | [Amount] | | |
| Total Assets | [Total Amount] | | |
| Total Requirements | | | |

Funding

| Funding | |
|--------------------|--|
| Owner Contribution | |
| Other | |
| Total Investment | |

Location

Eventel LLC

Eventel is located inside the city limits of Portland, Oregon. It is a home-based business. Most meetings with clients are conducted in social settings, such as restaurants, coffee houses, the client's home, facilities wishing to be used for the event, or over the ph

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Office Design



Eventel LLC

The company will maintain a high degree of professionalism. All offices are equipped with the latest in business technology, such as telephone



Products and Services

Products and Services
Competitive Comparison

Products and Services

□ Eventel LLC

Although Eventel is primarily a service business, we also offer products to aid our customers in planning the event themselves. The following products are tools used inside our operation for the best possible results:

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□ Eventel LLC

The Party Pack is a complete kit for any party. It includes decorations, lighting effects guide, disposable theme cameras, cutlery, plates, napkins, cups, punch mix (or recipe), snack supplies (or recipe), tablecloths, theme music (where applicable), invitations, the To unlock help try Upmetrics!

Party Pack

Start writing here..

□ Eventel LLC

These booklets include a calendar to map out the event, a step-by-step guide on what is needed for and how to put together a successful, worry-free event, resource information, popular refreshments with recipes, games, and tips to put their event in the re-To unlock help try Upmetrics!

Step-by-Step Guides

Eventel LLC

Due to be released in June 2000, this cutting-edge tool will allow the client all the resources and visual aids for their event planning. They will be able to play with decoration themes, listen to theme music, design invitations, thank-you cards, and RSVP cards, us

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Event Planning Software

Start writing here..

Eventel LLC

This valuable guide acts as a review for all the resources located in the surrounding area. A ranking is given to the various services, such as caterers, decorators, disc jockeys, bands, and facilities. This manual gives the client the freedom of making a choice To unlock help try Upmetrics!

Resources Manual

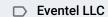
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Eventel LLC

As a member of the Portland community, it is our mission to support our community. Ten hours each month will be devoted to training area students in event planning. This will aid them in planning proms, graduation parties, river clean-ups, homecoming, and To unlock help try Upmetrics!

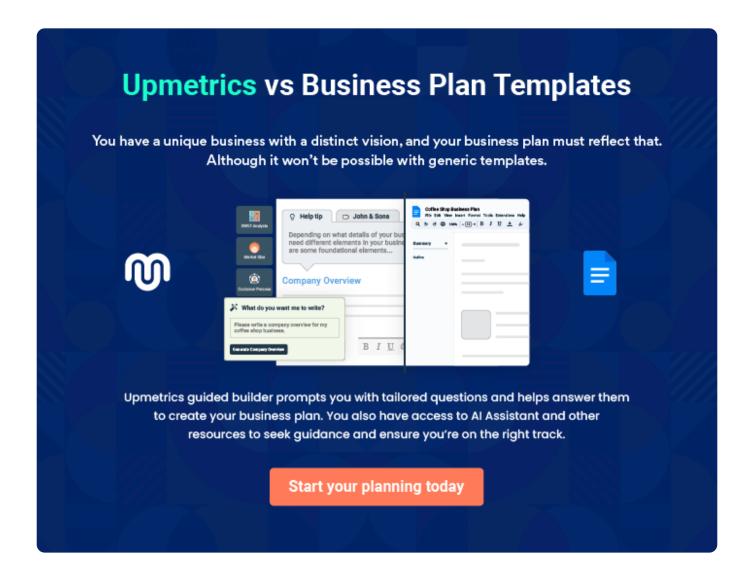
Event Planners Training Institute

Competitive Comparison



Eventel, although young, draws from the age-old tradition of going above and beyond what is expected, every time. Our systems for event planning have been drawn up, evaluated, practiced, worked, and reworked to ensure maximum efficiency while minimizing

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Market Analysis

Market Segmentation
Customer Segmentation
Target Market Segment Strategy
Service Business Analysis

The following sections describe the market segmentation, strategies, and industry analysis.

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Start writing here..

Market Segmentation

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The breakdown of the market for event planning falls in a wide, very diverse grouping. Individuals, as well as organizations, demand the services we provide. In order to provide the greatest depth of information, the market segments have been broker To unlock help try Upmetrics!

Start writing here..

□ Eventel LLC

Private organizations make up the single largest portion of *Eventel'* client base. Private organizations such as businesses, corporations, and political parties host the most events on the largest scales, therefore, these events generate larger revenues per to unlock help try Upmetrics!

Private Organizations and Businesses

Start writing here..

Eventel LLC

Government agencies host many events every year. *Eventel* hopes to alleviate the pressure of event planning for public employees. The second single largest segment, the public sector, can save money and give back to its community at the same time. These

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Public Organizations

□ Eventel LLC

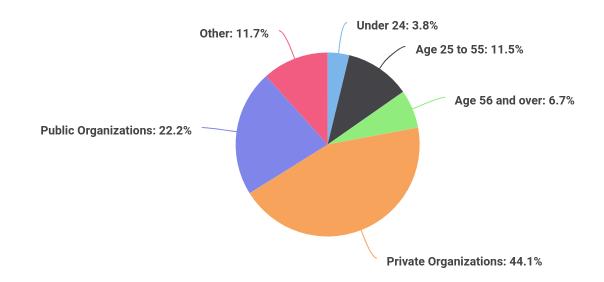
Under 24: Persons under the age of twenty-four (24) using an event planner are rare at best. We hope to tap the early college graduates who have begun their professional careers but have not yet started their families. These events will focus mainly on themes with the professional careers but have not yet started their families.

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Age Breakdowns

Start writing here..

Customer Segmentation



| Potential Customers | Growth | Year1 | Year2 | Year3 | Year4 | Year5 | CAGR |
|--------------------------|--------|-------|-------|-------|-------|-------|------|
| Under 24 | | | | | | | |
| Age 25 to 55 | | | | | | | |
| Age 56 and over | | | | | | | |
| Private Organizations | | | | | | | |
| Public Organizations | | | | | | | |

| Potential Customers | Growth | Year1 | Year2 | Year3 | Year4 | Year5 | CAGR |
|------------------------|--------|-------|-------|-------|-------|-------|------|
| Other | | | | | | | |
| Total | | | | | | | |

Target Market Segment Strategy

Our target markets are middle to upper-middle-class families, couples, individuals, or private and public organizations. We chose these groups because they are most able to afford event planners, and have the least amount of time to spare for event plannir

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Start writing here..

Service Business Analysis

□ Eventel LLC

Eventel is in a unique position of competition. We compete against hotels with conference facilities, conference centers, other event planners both on the large and small scale, persons within an organization who are assigned the task of organizing an event planners both on the large and small scale, persons within an organization who are assigned the task of organizing an event planners both on the large and small scale, persons within an organization who are assigned the task of organizing an event planners both on the large and small scale, persons within an organization who are assigned the task of organizing an event planners both on the large and small scale, persons within an organization who are assigned the task of organizing an event planners both on the large and small scale, persons within an organization who are assigned the task of organizing an event planners both on the large and small scale, persons the persons are the persons

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□ Eventel LLC

Strengths: On-site facilities, equipment, and support staff. Ability to transport and house persons for overnight stays. Able to internalize the costs of transportation and equipment.

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Hotels and Conference Centers

□ Eventel LLC

Strengths: Have been in the market longer, have established a reputation and client base.

Weakness: Reputation precedes them, no systems-based businesses designed to produce

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Other Event Planners

Start writing here..

□ Eventel LLC

Strengths: Internalized cost of planning the event; able to add tiny personalized touches that have meaning within the group or family.

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Employees or Persons wishing to do it themselves

Marketing and Sales

Marketing and Competition
Sales Strategy
Sales Forecast

Marketing and Competition

Eventel LLC

We have discussed our client base as being predominately middle to upper-middle-class individuals, couples or families, public and private organizations. We must then look at the needs of these markets and cater to them. We promise the same great

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Start writing here..

Sales Strategy

Eventel deals with a diverse market of clients. Within each market segment, the closing of sales will differ. Each approach is described as follows:

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Sales will be concluded one to two days after the end of the event. A follow-up phone call will be placed informing the client of the total cost, a number of attendees, and information about the billing packet that will arrive at their offices. Feedback forms will h To unlock help try Upmetrics! 🔒

Private and Public Organizations

Start writing here..

Eventel LLC

Sales will be concluded with a follow-up phone call one to two days after the event. The phone call will explain the total cost of the event, number of attendees, and information concerning the billing. Individual parties of any age group are placed on a billing of

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Individuals

Sales Forecast

Sales



By beginning on a smaller scale, Eventel has the foresight to grow at a rapid pace to keep up with demand. We wish to maintain a steady rate of sales growth; however, we understand that sales of products and services will vary in different months. As noted in the graph and chart, rapid increases during the holiday season will boost sales, then allow that growth to level off at a steady rate.

| Sales | Year1 | Year2 | Year3 |
|-------------|-----------|-----------|-----------|
| Private | \$206,170 | \$276,099 | \$299,002 |
| Public | \$113,185 | \$178,490 | \$193,000 |
| Other | \$33,794 | \$40,081 | \$62,777 |
| Total Sales | \$353,149 | \$494,670 | \$554,779 |

Direct Cost of Sales:

| Direct Cost of Sales | Year1 | Year2 | Year3 |
|----------------------|-------|-------|-------|
| Private | \$312 | \$330 | \$355 |
| Public | \$210 | \$246 | \$346 |
| Other | \$132 | \$151 | \$189 |
| Total | \$654 | \$727 | \$890 |

Management and Operations

Management Summary
Organizational Structure
Personnel Plan

Management Summary



Eventel LLC

Information and expense details are presented in the subtopics Organizational Structure and Personnel Plan.

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Start writing here..

Organizational Structure



Eventel LLC

The management team within Eventel will be small in the beginning. The primary employee is the founder, who plans events, then contracts with caterers, decorators, disc jockeys, and bands to fill out the event. A contract labor site manager will be on hand to w To unlock help try Upmetrics!

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Personnel Plan

| Personnel Plan | Year1 | Year2 | Year3 |
|------------------|----------|----------|----------|
| Event Specialist | \$36,000 | \$40,000 | \$42,000 |
| Site Manager | \$11,097 | \$13,750 | \$14,560 |
| Other | \$8,947 | \$9,560 | \$10,000 |
| Total People | 7 | 8 | 9 |
| Total Payroll | \$56,044 | \$63,310 | \$66,560 |

Financial Plan

Financial Plan

Important Assumptions

Key Financial Indicators

Break-even Analysis

Income Statement (5 Year Projections)

Balance Sheet (5 Year Projections)

Cash Flow Statement (5 Year projections)

Financial Plan

Eventel LLC

Service-based businesses require little funds to start up, and as they grow and expand, fewer funds to maintain. The charts and graphs that follow will show that investment up front allows Eventel to function debt-free with little overhead. This gives Eventel a

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Start writing here..

Important Assumptions



Eventel LLC

Tax rates are noted for information. We carry no loan burden that would be affected by these rates. What hits Eventel the hardest (but not nearly are bad as other service businesses), is the tax rate of 23.5%, which is nearly one-quarter of the total sales. As Eve

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Start writing here..

General Assumptions

| General Assumptions | Year1 | Year2 | Year3 |
|-------------------------|--------|--------|--------|
| Plan Month | 1 | 2 | 2 |
| Current Interest Rate | 8.92% | 8.92% | 8.92% |
| Long-term Interest Rate | 7.99% | 7.99% | 7.99% |
| Tax Rate | 24.04% | 24.04% | 24.04% |
| Sales on Credit % | 60.00% | 60.00% | 60.00% |
| Other | 0 | 0 | 0 |

Key Financial Indicators

The break-even point for Eventel is based on the assumption that we will produce 22 events per month and average approximately \$521 per event. In the current situation, we average more than this assumption for our public and private organization events. These currently make up 18 of the 22 average events hosted per month.

Benchmark



Break-even Analysis

The break-even point will appear more rapidly for Eventel than for other types of home-based businesses. Start-up costs are limited to minimal equipment, there is little or no staff to pay in the beginning, and contracted companies will handle any additional equipment required for the planned events.

| Break-even Analysis | |
|--------------------------------|----------|
| Monthly Units Break-even | 22 |
| Monthly Revenue Break-even | \$11680 |
| | |
| Assumptions | |
| Average Per-Unit Revenue | \$521.00 |
| Average Per-Unit Variable Cost | \$75.00 |
| Estimated Monthly Fixed Cost | \$10,000 |

Income Statement (5 Year Projections)

| 2026 | 2025 | 2024 | |
|----------------|----------------|--------------|------------------------------------|
| \$2,006,077.58 | \$1,147,120.18 | \$666,289.59 | Revenue |
| \$1,027,120 | \$572,180 | \$318,500 | Event Planning Services |
| 514 | 286 | 159 | Unit Sales |
| \$2,000 | \$2,000 | \$2,000 | Unit Price |
| \$432,515 | \$303,375 | \$212,830 | Event Management Workshops |
| 865 | 607 | 426 | Unit Sales |
| \$500 | \$500 | \$500 | Unit Price |
| \$546,442.58 | \$271,565.18 | \$134,959.59 | Online Event Planning Resources |
| \$788,967.54 | \$451,540.58 | \$262,869.08 | Cost Of Sales |
| \$788,967.54 | \$451,540.58 | \$262,869.08 | General Costs |
| \$427,873.58 | \$245,058.95 | \$142,936.98 | Event Supplies |
| \$410,674.58 | \$228,678.95 | \$127,336.98 | Decoration Materials |
| \$17,199 | \$16,380 | \$15,600 | Audio-Visual Equipment Rental |
| \$361,093.96 | \$206,481.63 | \$119,932.10 | Staffing Costs |
| \$200,607.74 | \$114,712.01 | \$66,628.95 | Event Staff Wages |
| \$160,486.22 | \$91,769.62 | \$53,303.15 | Contractor Fees |
| \$0 | \$0 | \$0 | Revenue Specific Costs |
| \$0 | \$0 | \$0 | Personnel Costs (Direct Labor) |
| \$1,217,110.04 | \$695,579.60 | \$403,420.51 | Gross Margin |
| 60.67% | 60.64% | 60.55% | Gross Margin (%) |

| Operating Expense | \$454,634.48 | \$489,998.97 | \$545,184.09 |
|-------------------------------------|--------------|--------------|--------------|
| Payroll Expense (Indirect Labor) | \$375,120 | \$385,261.56 | \$395,688.84 |
| Event Planning Team | \$142,560 | \$145,987.20 | \$149,500.32 |
| Senior Event Planner | \$57,600 | \$59,328 | \$61,107.84 |
| Event Coordinator | \$84,960 | \$86,659.20 | \$88,392.48 |
| Administrative Staff | \$82,800 | \$84,697.56 | \$86,639.04 |
| Office Manager | \$48,300 | \$49,507.56 | \$50,745.24 |
| Administrative Assistant | \$34,500 | \$35,190 | \$35,893.80 |
| Marketing and Sales Team | \$149,760 | \$154,576.80 | \$159,549.48 |
| Marketing Manager | \$64,800 | \$67,068 | \$69,415.32 |
| Sales Representative | \$84,960 | \$87,508.80 | \$90,134.16 |
| General Expense | \$79,514.48 | \$104,737.41 | \$149,495.25 |
| Office and Administrative Expenses | \$30,000 | \$30,983.40 | \$32,592.60 |
| Office Rent | \$24,000 | \$24,781.80 | \$26,225.40 |
| Utilities | \$6,000 | \$6,201.60 | \$6,367.20 |
| Marketing and Advertising | \$42,914.48 | \$67,052.01 | \$110,096.85 |
| Social Media Advertising | \$33,314.48 | \$57,356.01 | \$100,303.89 |
| Print Advertising | \$9,600 | \$9,696 | \$9,792.96 |
| Technology and Communication | \$6,600 | \$6,702 | \$6,805.80 |
| Website Maintenance | \$3,600 | \$3,672 | \$3,745.44 |
| Telephone and Internet | \$3,000 | \$3,030 | \$3,060.36 |
| Bad Debt | \$0 | \$0 | \$0 |

| | 2024 | 2025 | 2026 |
|-------------------------------------|-----------------|---------------|----------------|
| Amortization of Current Assets | \$0 | \$0 | \$0 |
| EBITDA | (\$51,213.98) | \$205,580.63 | \$671,925.95 |
| Additional Expense | \$12,296.42 | \$11,174.62 | \$9,971.75 |
| Long Term Depreciation | \$9,288 | \$9,288 | \$9,288 |
| Gain or loss from Sale of Assets | \$0 | \$0 | \$0 |
| EBIT | (\$60,501.98) | \$196,292.63 | \$662,637.95 |
| Interest Expense | \$3,008.41 | \$1,886.63 | \$683.75 |
| EBT | (\$63,510.40) | \$194,406.01 | \$661,954.20 |
| Income Tax Expense / Benefit | \$0 | \$0 | \$0 |
| Total Expense | \$729,799.99 | \$952,714.17 | \$1,344,123.38 |
| Net Income | (\$63,510.40) | \$194,406.01 | \$661,954.20 |
| Net Income (%) | (9.53%) | 16.95% | 33% |
| Retained Earning Opening | \$0 | (\$81,510.40) | \$104,895.61 |
| Owner's Distribution | \$18,000 | \$8,000 | \$8,000 |
| Retained Earning Closing | (\$81,510.40) | \$104,895.61 | \$758,849.81 |
| Balance Sheet (5 Yea | ar Projections) | | |
| | 2024 | 2025 | 2026 |
| Assets | (\$17,028.18) | \$152,738.25 | \$788,849.81 |

| | 2024 | 2025 | 2026 |
|--------------------------|---------------|--------------|--------------|
| Current Assets | (\$52,740.18) | \$126,314.25 | \$771,713.81 |
| Cash | (\$52,740.18) | \$126,314.25 | \$771,713.81 |
| Accounts Receivable | \$0 | \$0 | \$0 |
| Inventory | \$0 | \$0 | \$0 |
| Other Current Assets | \$0 | \$0 | \$0 |
| Long Term Assets | \$35,712 | \$26,424 | \$17,136 |
| Gross Long Term Assets | \$45,000 | \$45,000 | \$45,000 |
| Accumulated Depreciation | (\$9,288) | (\$18,576) | (\$27,864) |
| Liabilities & Equity | (\$17,028.19) | \$152,738.25 | \$788,849.81 |
| Liabilities | \$34,482.21 | \$17,842.64 | \$0 |
| Current Liabilities | \$16,639.57 | \$17,842.64 | \$0 |
| Accounts Payable | \$0 | \$0 | \$0 |
| Income Tax Payable | \$0 | \$0 | \$0 |
| Sales Tax Payable | \$0 | \$0 | \$0 |
| Short Term Debt | \$16,639.57 | \$17,842.64 | \$0 |
| Long Term Liabilities | \$17,842.64 | \$0 | \$0 |
| Long Term Debt | \$17,842.64 | \$0 | \$0 |
| Equity | (\$51,510.40) | \$134,895.61 | \$788,849.81 |
| Paid-in Capital | \$0 | \$0 | \$0 |
| Common Stock | \$0 | \$0 | \$0 |
| Preferred Stock | \$0 | \$0 | \$0 |
| Owner's Contribution | \$30,000 | \$30,000 | \$30,000 |
| Retained Earnings | (\$81,510.40) | \$104,895.61 | \$758,849.81 |

| | 2024 | 2025 | 2026 |
|-------|------|------------|------|
| Check | \$0 | \$0 | \$0 |

Cash Flow Statement (5 Year projections)

| | 2024 | 2025 | 2026 |
|------------------------------|---------------|----------------|----------------|
| Cash Received | \$666,289.59 | \$1,147,120.18 | \$2,006,077.58 |
| Cash Paid | \$720,511.99 | \$943,426.17 | \$1,334,835.38 |
| COS & General Expenses | \$342,383.57 | \$556,277.99 | \$938,462.79 |
| Salary & Wages | \$375,120 | \$385,261.56 | \$395,688.84 |
| Interest | \$3,008.41 | \$1,886.63 | \$683.75 |
| Sales Tax | \$0 | \$0 | \$0 |
| Income Tax | \$0 | \$0 | \$0 |
| Net Cash From Operations | (\$54,222.40) | \$203,694.01 | \$671,242.20 |
| Assets Sell | \$0 | \$0 | \$0 |
| Assets Purchase | \$45,000 | \$0 | \$0 |
| Net Cash From Investments | (\$45,000) | \$0 | \$0 |
| Amount Received | \$80,000 | \$0 | \$0 |
| Loan Received | \$50,000 | \$0 | \$0 |
| Common Stock | \$0 | \$0 | \$0 |
| Preferred Stock | \$0 | \$0 | \$0 |
| Owner's Contribution | \$30,000 | \$0 | \$0 |
| Amount Paid | \$33,517.78 | \$24,639.58 | \$25,842.64 |
| Loan Capital | \$15,517.79 | \$16,639.57 | \$17,842.64 |

| | 2024 | 2025 | 2026 |
|----------------------------|---------------|----------------|----------------|
| Dividends & Distributions | \$18,000 | \$8,000 | \$8,000 |
| Net Cash From Financing | \$46,482.22 | (\$24,639.58) | (\$25,842.64) |
| Summary | | | |
| Starting Cash | \$0 | (\$52,740.18) | \$126,314.25 |
| Cash In | \$746,289.59 | \$1,147,120.18 | \$2,006,077.58 |
| Cash Out | \$799,029.77 | \$968,065.75 | \$1,360,678.02 |
| Change in Cash | (\$52,740.18) | \$179,054.43 | \$645,399.56 |
| Ending Cash | (\$52,740.18) | \$126,314.25 | \$771,713.81 |



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Mariia Yevlash

★ ★ ★ ★

Student, Sumy State University – Ukraine

The most helpful feature was to make a business plan out of a simple idea. Thankful for all the tools provided, **especially AI which did a great impact on my work**.

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