

#### ADDRESS

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# Business Plan [YEAR]

**Prepared By** 

John Doe

# Math – Reading – Success

Information provided in this business plan is unique to this business and confidential; therefore, anyone reading this plan agrees not to disclose any of the information in this business plan without prior written permission of the Company



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# Business planning that's simpler and faster than you think

Creating a business plan using Upmetrics to start and grow a business is literally the easiest thing in the World. Simply read the instructions and fill in the blanks. It's as simple as that.



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	Problem worth Solving
$\sim$	
ssion Statement	Gur Solution

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# **Executive Summary**

Business Summary Market Research Summary Marketing Summary Finance Summary



This section is placed first but done last. Write short, concise paragraphs summarizing each of the main sections of the business plan. The Executive Summary should ideally be a page in length and no

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## **Business Summary**

Q Help Tip	□ ABC Tutoring	
What are you	selling and who is the p	person behind this?
		To unlock help try Upmetrics! 🔒

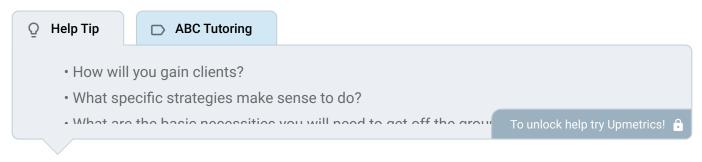
Start writing here..

# Market Research Summary

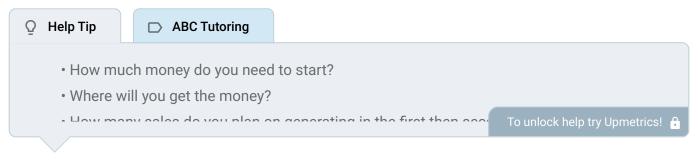


Start writing here..

# Marketing Summary



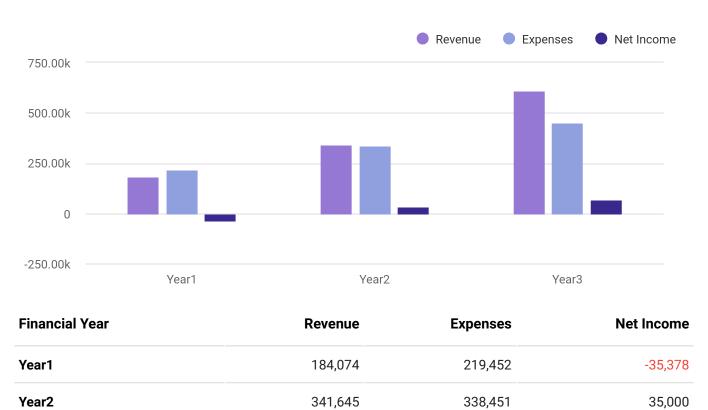
# **Finance Summary**



Start writing here..

#### Net Income

Year3



612,545

451,125

70,000

2.

# **Business Profile**

Business Overview Company History Management Location Legal Structure Vision & Mission Professional Advisors(optional) Goals & Objectives



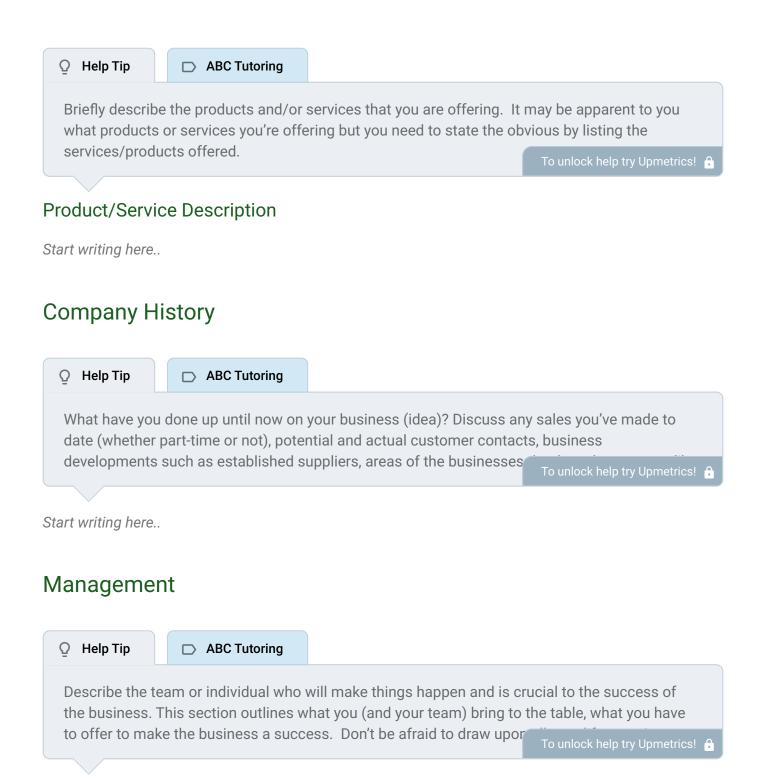
The Business Profile chapter addresses your offering, what your company is about, and who is/are the person(s) behind the company.

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# **Business Overview**

Q	Help Tip			
		the status of your com your company about?	pany as of today?	
				To unlock help try Upmetrics! 🔒
Start	writing here			
Q	Help Tip	□ ABC Tutoring		
	-	meet someone and the what would you say?	ey asked you what is your compai	ny about and you had one
				To unlock help try Upmetrics! 🔒
Busi	iness Desc	cription		
Start	writing here			
Q	Help Tip	□ ABC Tutoring		
sc	ometimes thi	s is referred to as the (	er? Select one overriding key ber Competitive Advantage, Unique S omise are you making to the cust	elling Point, or

## **Compelling Value**

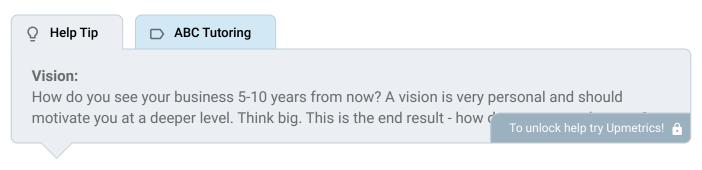


# Location

Q Help Tip	□ ABC Tutoring			
What location will you run your business from? Why does this make sense? If you are renting office space a good case needs to be made as to why you need to rent office/studio space in the early start-up phase of your business.				
Start writing here.				
Legal Struc	ture ABC Tutoring			
What is your company structure? Sole proprietorship, partnership, or corporation? If in doubt start with a sole proprietorship – you can always upgrade and incorporate later. When you start you are building a reputation and that takes time to develop, but at a later to unlock help try Upmetrics!				
		t takes time to develop but at a l		

Start writing here..

# Vision & Mission



# Professional Advisors(optional)

Q Help Tip	➡ ABC Tutoring		
	1 5 5	upon to give you expert ad your industry etc. You may	vice? Examples include v not have any at this point.
			To unlock help try Upmetrics! 🔒
Start writing here			

# Goals & Objectives

Q Help Tip

ABC Tutoring

What are the business milestones that you want to set? This may include sales target per month, number of clients, website launch date, new product/service launches, etc. These need to be measurable and have a time frame: 'Conducting extensive mark' To unlock help try Upmetrics!

# Market Research

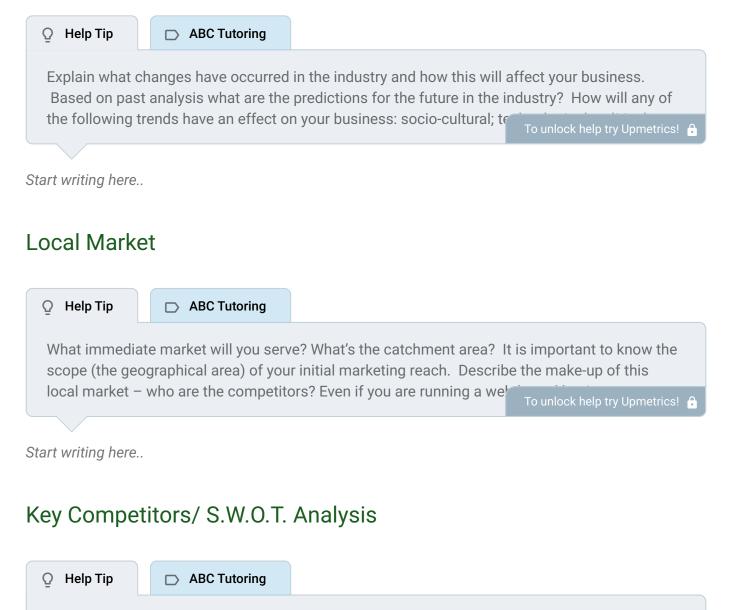
Industry Profile & Outlook Local Market Key Competitors/ S.W.O.T. Analysis Target Market Keys to Success Customer Survey Summary



From the viewpoint of the customer, what options they have? Is the marketplace dominated by a few key players or many small 'shops'?What are the keys to success? What are the key challenges in

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# Industry Profile & Outlook



Who are your 4-5 closest competitors and what are their Strengths, Weaknesses, Opportunities, and Threats? Fill in the S.W.O.T. chart. Please select 4-5 of your closest competitors and do a S.W.O.T. Analysis including doing one on your own business (see example)

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#### **TOP Tutors**

Start writing here..

#### Strength

- Good reputation
- Well established
- Online presence

#### Weakness

- \$145 diagnostic test required
- \$390 for 8 session

#### Opportunity

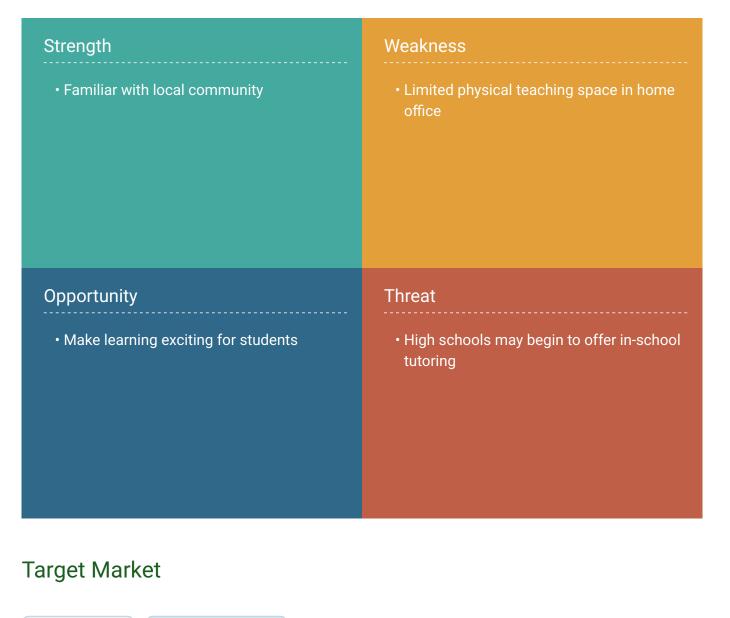
No fee diagnostics

#### Threat

- May decide to waive diagnostic fee
- Offer online tutoring

## ABC Tutoring

Start writing here..



Q Help Tip		➡ ABC Tutoring	
who needs it t	the	e most, but who value	ne who your best-paying customer is – not necessarily es it the most and is willing to pay for it. Identifying a target more effective marketing strateg To unlock help try Upmetrics!

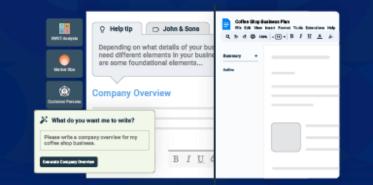
# Keys to Success

Q Help Tip	➡ ABC Tutoring						
What are the few key drivers that will ensure success? In other words, the key priorities to keep in mind day-in, day-out. Marketing addresses how you will gain clients and Operations on how							
you will maintain your reputation.							
Start writing here.							
Customer S	Survey Summary	/					
Q Help Tip	➡ ABC Tutoring						

What have you learned from your customer survey to move your business forward? It is important to get feedback from your potential customers and to determine whether you are targeting the right audience and what is important to your customer.

# **Upmetrics vs Business Plan Templates**

You have a unique business with a distinct vision, and your business plan must reflect that. Although it won't be possible with generic templates.



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Upmetrics guided builder prompts you with tailored questions and helps answer them to create your business plan. You also have access to Al Assistant and other resources to seek guidance and ensure you're on the right track.

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# Sales & Marketing

Pricing Strategy Marketing Positioning Statement Sales Process Strategic Alliances

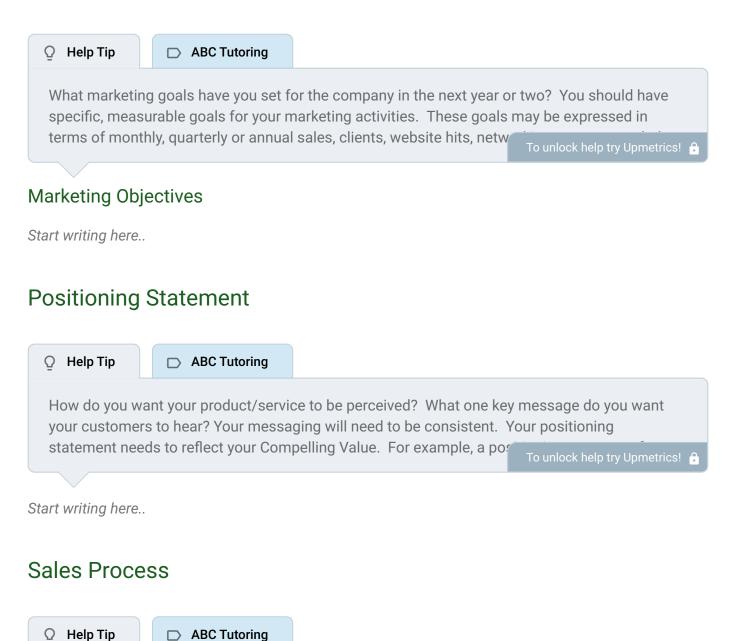


The Sales & Marketing section addresses how you will gain customers with specific marketing activities identified to accomplish this.

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# **Pricing Strategy**

QΗ	elp Tip	➡ ABC Tutoring				
What do your key competitors charge for the same or similar services/products? How do you compare (list your prices)? Why do you charge what you charge? Your price(s) needs to be						
cons	sistent with	your key messaging -	<ul> <li>if you are promoting your busin</li> </ul>	To unlock help try Upmetrics! 🔒		
Start wi	riting here					
Mark	eting					
QН	elp Tip	➡ ABC Tutoring				
mor	e effective t	o focus on 3-5 marke	opping list of all the marketing a ting activities to start as this will	inform your marketing		
stra	tegy and ke	ep you on target. Mar	keting takes time and a smart bv	To unlock help try Upmetrics! 🔒		
Marke	eting Strat	tegy				
Start wi	riting here					
ŌН	elp Tip	➡ ABC Tutoring				
What are the top 3-5 marketing activities based on your Marketing Strategy and the detailed implementation plan for each? Prioritize each marketing activity starting with the most						
effe	ctive metho	d.		To unlock help try Upmetrics! 🔒		
Marke	eting Activ	vities				



What is the typical sales cycle from initial client contact to making a sale? Every business has a typical sales process - generally, the costlier the product/service the longer the sales process. Included in this process can be the initial inquiry or contact, clarifying To unlock help try Upmetrics!

# Strategic Alliances

 Q
 Help Tip
 D
 ABC Tutoring

 These are people or businesses that may be able to refer business to you or complement your business i.e. if you tutor English you may have a strategic alliance with a math tutor as you can both refer business to each other. You can include influencers – indiv
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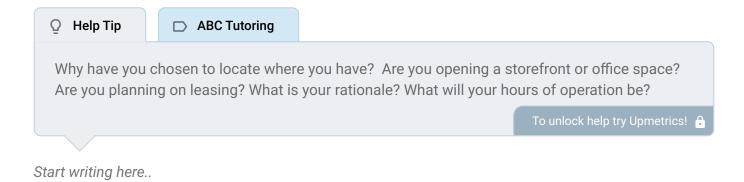
# 5.

# Operations

Physical Location Virtual Location Legal Issues Insurance Issues Human Resources Process/Production

**Risk Assessment** 

# **Physical Location**

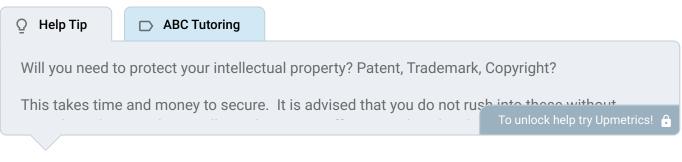


# Virtual Location

Q Help Tip	□ ABC Tutoring						
timeline? Prov	Describe how you envisage the website. What are the key features of the website? What is your timeline? Provide details about your website such as ease of navigation and design issues.						
How long will	it take to have the web	site up and running?	To unlock help try Upmetrics! 🔒				

Start writing here..

# Legal Issues



## Insurance Issues

Q Help Tip

All businesses take some form of risk. Many businesses start off by having liability insurance to protect their business from being sued. One way to determine whether you should take insurance or not if necessary the type of insurance is to see what the

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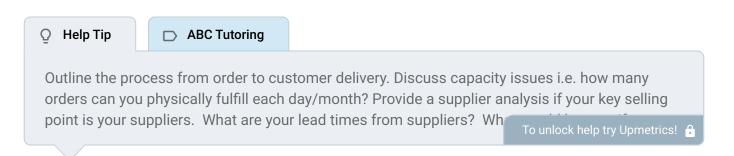
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# Human Resources

Q Help Tip	➡ ABC Tutoring	
How many par	-time staff will you hav t-time staff will you ha member indicated abo	To unlock help try Upmetrics! 🔒

Start writing here..

# Process/Production



## **Risk Assessment**

 Q
 Help Tip
 D
 ABC Tutoring

 What could cause your marketing efforts to be ineffective and how would you plan to minimize those risks? What are the potential risks in operations and how do you plan on mitigating those risks? Consider the worst-case scenario. At what point would you nee To unlock help try Upmetrics!

6.

# Financials

Past Purchases Start-up Costs Sheet Sales Forecast Assumptions Cash Flow Projected Profit and Loss Projected Balance Sheet

# Past Purchases

Q Help Tip

List any items you have already bought for the business. These are not included in the Start-up Costs Sheet and should be mentioned in either Company Profile/Company History or within the Operations section accordingly.

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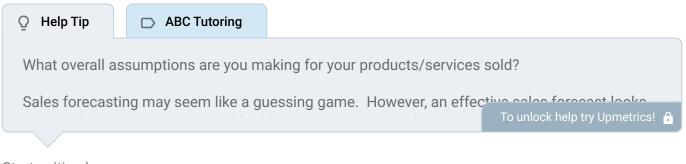
Start writing here ..

# Start-up Costs Sheet

Q Help Tip
How much money will you need to get your business off the ground?
You will need to list all the items required to start your business and the cost accordinated with To unlock help try Upmetrics!

Start writing here ..

## Sales Forecast Assumptions



# Cash Flow

	2024	2025	2026
Cash Received	\$307,210.20	\$637,208.70	\$883,506.60
Cash Paid	\$459,126.62	\$505,542.55	\$543,062.22
COS & General Expenses	\$105,193.14	\$144,288.97	\$174,345.99
Salary & Wages	\$351,360	\$359,647.20	\$368,136.60
Interest	\$2,573.47	\$1,606.38	\$579.64
Sales Tax	\$0	\$0	\$0
Income Tax	\$0	\$0	\$0
Net Cash From Operations	(\$151,916.42)	\$131,666.15	\$340,444.38
Assets Sell	\$0	\$0	\$0
Assets Purchase	\$60,000	\$0	\$0
Net Cash From Investments	(\$60,000)	\$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	\$41,679.72	\$22,646.82	\$23,673.45
Loan Capital	\$15,679.73	\$16,646.82	\$17,673.44
Dividends & Distributions	\$26,000	\$6,000	\$6,000
Net Cash From Financing	\$38,320.28	(\$22,646.82)	(\$23,673.45)

	2024	2025	2026
Summary			
Starting Cash	\$0	(\$173,596.14)	(\$64,576.81)
Cash In	\$387,210.20	\$637,208.70	\$883,506.60
Cash Out	\$560,806.34	\$528,189.37	\$566,735.67
Change in Cash	(\$173,596.14)	\$109,019.33	\$316,770.93
Ending Cash	(\$173,596.14)	(\$64,576.81)	\$252,194.12

# Projected Profit and Loss

	2024	2025	2026
Revenue	\$307,210.20	\$637,208.70	\$883,506.60
One-on-One Tutoring	\$30,000	\$31,500	\$33,078
Unit Sales	600	630	662
Unit Price	\$50	\$50	\$50
Group Tutoring Sessions	\$42,000	\$46,200	\$50,820
Unit Sales	420	462	508
Unit Price	\$100	\$100	\$100
Online Course Subscriptions	\$235,210.20	\$559,508.70	\$799,608.60
Users	1,103	1,865	2,467
Recurring Charges	\$30	\$30	\$30
Cost Of Sales	\$58,032.61	\$79,668.49	\$96,372.77
General Costs	\$58,032.61	\$79,668.49	\$96,372.77

\$42,144.20

\$50,544.16

**Direct Tutoring Costs** 

\$57,360.15

	2024	2025	2026
Tutor Salaries	\$36,000	\$37,800	\$39,690
Educational Materials	\$6,144.20	\$12,744.16	\$17,670.15
Classroom supplies	\$15,888.41	\$29,124.33	\$39,012.62
Stationery and Printing	\$3,600	\$3,636	\$3,672.36
CLassroom Utilities	\$12,288.41	\$25,488.33	\$35,340.26
Revenue Specific Costs	\$0	\$0	\$0
Personnel Costs (Direct Labor)	\$0	\$0	\$0
Gross Margin	\$249,177.59	\$557,540.21	\$787,133.83
Gross Margin (%)	81.11%	87.50%	89.09%
Operating Expense	\$398,520.53	\$424,267.68	\$446,109.82
Payroll Expense (Indirect Labor)	\$351,360	\$359,647.20	\$368,136.60
Tutoring Staff	\$165,600	\$169,488	\$173,471.04
Lead Tutor	\$57,600	\$59,328	\$61,107.84
Junior Tutor	\$108,000	\$110,160	\$112,363.20
Administrative Staff	\$90,720	\$92,786.40	\$94,900.44
Office Manager	\$50,400	\$51,660	\$52,951.56
Administrative Assistant	\$40,320	\$41,126.40	\$41,948.88
Support Staff	\$95,040	\$97,372.80	\$99,765.12
IT Support Specialist	\$43,200	\$44,496	\$45,830.88
Cleaning Staff	\$51,840	\$52,876.80	\$53,934.24
General Expense	\$47,160.53	\$64,620.48	\$77,973.22
Facility Expenses	\$24,000	\$24,780	\$25,633.54

	2024	2025	2026
Facility Expenses	\$18,000	\$18,540	\$19,143.94
Utilities	\$6,000	\$6,240	\$6,489.60
Marketing and Advertising	\$18,960.53	\$35,532.48	\$47,920.80
Digital Advertising	\$15,360.53	\$31,860.48	\$44,175.36
Promotional Material	\$3,600	\$3,672	\$3,745.44
Operational and Administrative	\$4,200	\$4,308	\$4,418.88
Insurance	\$2,400	\$2,472	\$2,546.16
Office Supplies	\$1,800	\$1,836	\$1,872.72
Bad Debt	\$0	\$0	\$0
Amortization of Current Assets	\$0	\$0	\$0
EBITDA	(\$149,342.94)	\$133,272.53	\$341,024.01
Additional Expense	\$10,589.48	\$9,622.38	\$8,595.63
Long Term Depreciation	\$8,016	\$8,016	\$8,016
Gain or loss from Sale of Assets	\$0	\$0	\$0
EBIT	(\$157,358.94)	\$125,256.53	\$333,008.01
Interest Expense	\$2,573.47	\$1,606.38	\$579.64
EBT	(\$159,932.42)	\$123,650.15	\$332,428.38
Income Tax Expense / Benefit	\$0	\$0	\$0
Total Expense	\$467,142.62	\$513,558.55	\$551,078.22
Net Income	(\$159,932.42)	\$123,650.15	\$332,428.38

	2024	2025	2026
Net Income (%)	(52.06%)	19.40%	37.63%
Retained Earning Opening	\$0	(\$185,932.42)	(\$68,282.27)
Owner's Distribution	\$26,000	\$6,000	\$6,000
Retained Earning Closing	(\$185,932.42)	(\$68,282.27)	\$258,146.11

# Projected Balance Sheet

	2024	2025	2026
Assets	(\$121,612.14)	(\$20,608.81)	\$288,146.12
Current Assets	(\$173,596.14)	(\$64,576.81)	\$252,194.12
Cash	(\$173,596.14)	(\$64,576.81)	\$252,194.12
Accounts Receivable	\$0	\$0	\$0
Inventory	\$0	\$0	\$0
Other Current Assets	\$0	\$0	\$0
Long Term Assets	\$51,984	\$43,968	\$35,952
Gross Long Term Assets	\$60,000	\$60,000	\$60,000
Accumulated Depreciation	(\$8,016)	(\$16,032)	(\$24,048)

Liabilities & Equity Liabilities	(\$121,612.16) \$34,320.26	(\$20,608.83)	\$288,146.11 \$0
		\$17,673.44	
Current Liabilities	\$16,646.82	\$17,673.44	\$0
Accounts Payable	\$0	\$0	\$0
Income Tax Payable	\$0	\$0	\$0
Sales Tax Payable	\$0	\$0	\$0
Short Term Debt	\$16,646.82	\$17,673.44	\$0

	2024	2025	2026
Long Term Liabilities	\$17,673.44	\$0	\$0
Long Term Debt	\$17,673.44	\$0	\$0
Equity	(\$155,932.42)	(\$38,282.27)	\$288,146.11
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	(\$185,932.42)	(\$68,282.27)	\$258,146.11
Check	\$0	\$0	\$0









Include in here pictures of your product, store layout, design, resume, survey details, and any other extensive information or documents.

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# Create a winning business plan that gets you funded

Creating a stunning and investment-ready plan requires no writing, graphic designing, or financial planning expertise.

Upmetrics has all the features required to help you create a comprehensive business plan—from start to finish. Make no mistakes, it's the modern way of planning to structure ideas, make plans, and create stunning pitch decks to awe investors.

#### Pitch decks that impress investors

Create pitch decks that provide a visual representation of your business, engage investors, and make them want to invest in your business idea.

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