

5. Do you own or lease land, building or equipment? Where are they located?

If you lease or rent, what is your monthly payment?

6. Company Management

Name	Title	Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please report your employment trends:

7. Number of employees last year _____ this year _____ next year _____

8. Please report your average hourly wage for production workers:
entry level _____ after 2 years _____

9. Are the employees organized and if so, what union represents them?

10. Describe what you consider to be the top five problems/challenges in your company. Briefly explain each and what you think the solutions are:

11. Have you previously sought business assistance or advice and if so, what type and with whom?

Financial information

1. How is your company financed (bank loans, personally, equity, line of credit, etc.)? Do you consider your company to be adequately capitalized?

2. Please provide a brief historical financial summary of your company

	2009	2010	2011	2012
Sales	_____	_____	_____	_____
Gross margin	_____	_____	_____	_____
Profit or (loss) before taxes	_____	_____	_____	_____

In addition, describe the financial history of your company.

3. What is your major financial concern? Explain.

4. _____ ()
 Name of bank _____ telephone

_____ ()
 Loan officer _____ telephone

_____ ()
 Type of account (line of credit, checking, note payable) _____ telephone

_____ ()
 Attorney _____ telephone

_____ ()
 CPA _____ telephone

Other consultants regularly used:

_____ ()
 Name _____ telephone

_____ ()
 Name _____ telephone

_____ ()
 Name _____ telephone

5. SIC/NAICS code(s) _____

6. Please give your perception of your company's "strengths" and "weaknesses."

	Strength	Weakness	Unsure
General management	_____	_____	_____
Financial management	_____	_____	_____
Marketing	_____	_____	_____
Sales management	_____	_____	_____
Customer service	_____	_____	_____
Production management	_____	_____	_____
Information systems/computers	_____	_____	_____
Workforce	_____	_____	_____
Sources of supply	_____	_____	_____
Diversified customers	_____	_____	_____
Facilities/equipment	_____	_____	_____
Adequate capital	_____	_____	_____
Up-to-date technology	_____	_____	_____
Government regulation	_____	_____	_____
Cost structure	_____	_____	_____
Profitability	_____	_____	_____

**double check "greatest strength" and "greatest weakness."*

Release

Date: _____

Between: _____ “Company”

And: **State of Oregon**, acting by and through its
Business Development Department
775 Summer Street NE, Suite 200
Salem, OR 97301-1280

In consideration of Company receiving assistance and advice from Oregon Business Development Department or advisors under contract to Oregon Business Development Department, Company voluntarily and knowingly executes this Release with the express intention of extinguishing the obligations designated herein.

Company, with the intention of binding itself, its legal representatives, successors and assigns, expressly releases and discharges Oregon Business Development Department, its legal representatives successors and assigns, and Oregon Business Development Department’s employees, agents or contractors from all claims, demands, actions, judgments and executions that Company ever had, or now has, or may have, known or unknown, or that anyone claiming through or under it may have, or claim to have, against Oregon Business Development Department, its legal representatives, successors and assigns and Oregon Business Development Department’s employees, agents or contractors created by, or arising out of Oregon Business Development Department’s provision of assistance and advice to Company.

In witness whereof, Company has executed this Release on the day and year first above written.

Name of Company

Company Official (Please Print)

By

Title