

# Are you applying for a business loan?



Get well prepared  
- use the checklist!

## Business introduction

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Business    | - Describe what you do.                                 |
| <input type="checkbox"/> Owner       | - Who are you? Are there any copartners?                |
| <input type="checkbox"/> Board       | - Are there any board members?                          |
| <input type="checkbox"/> Employees   | - Do you have employees?                                |
| <input type="checkbox"/> Customer    | - Who are they? Where are they located?                 |
| <input type="checkbox"/> Suppliers   | - Who are they?   |
| <input type="checkbox"/> Competitors | - Who are they? What differs you from your competitors? |

Show that you have a good knowledge of the business. Prepare yourself and go through your introduction before meeting with the bank.

## Business loan

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Loan      | - How will you use the loan?                                    |
| <input type="checkbox"/> Amount    | - How much are you applying for?                                |
| <input type="checkbox"/> Repayment | - How do you plan to repay?                                     |
| <input type="checkbox"/> Deposit   | - How much money can you put in?                                |
| <input type="checkbox"/> Guarantee | - Are there any machines, warehouses, real estate or creditors? |
| <input type="checkbox"/> Cash flow | - Describe the cashflow in and out of the company.              |
| <input type="checkbox"/> Benefits  | - What are the benefits of the loan?                            |

Show that you are able to invest a bit on your own. Banks are rarely willing to take the entire risk.

Make a budget even if it is not completely accurate, at least it shows that you have thought through your financial position.

## Economy

- |   |  |
|---|--|
| <input type="checkbox"/> Results budget   | - Shows how the company has been doing during the year.                  |
| <input type="checkbox"/> Liquidity budget | - Shows when the sales occurs and when you get paid.                     |
| <input type="checkbox"/> Balance sheet    | - Shows the status of all your debts, assets and your funds at the time. |



### Tips to increase your liquidity:

- Quicker invoicing, change credit time to 10 or 14 days.
- When providing a big delivery, ask the customer for an advance payment and to extend your suppliers credits to 30, 40 or 60 days.