Business Application Checklist

Thurston Investment Network

ThINk

Think local. Invest local.

Documents required to submit a financing opportunity to the Thurston Investment Network

Submit the following documents to the Thurston EDC Center for Business & Innovation (see contact information below). These documents will be forwarded to Members of the Investment Network.

- ☐ Business Request Summary
- ☐ Business Application (signed and dated)
- ☐ Reference Supplement (3 references)
- ☐ Additional Owner Supplement – if applicable (signed and dated)

Prepare and retain the following documents until a Member of the Network requests them:

All Businesses:

- ☐ Current Business Plan (prepared within last 12 months)
- ☐ Cash Flow Projections (24 months) with assumptions
- ☐ Personal Financial Statement for each Business owner (signed)

Existing Businesses must also have prepared and ready:

- ☐ Current YTD Profit and Loss Statement
- ☐ Prior Year Profit and Loss Statement as of 12/31
- ☐ Current Balance Sheet

Start-Up Businesses will want to have prepared and ready:

- ☐ Project Profit and Loss Statement

The Thurston EDC Center for Business & Innovation can help!

Assistance with preparing documents is available through the CB&I. **Contact Jennifer Dye, MBA, Small Business Development Center at jdye2@spscc.edu.** Reference your interest in ThINk and the specific documents you'd like help with. All CB&I coaching and counseling services are free or low-cost.

THURSTON EDC & CENTER FOR BUSINESS & INNOVATION