



Business UPromise Program Application

7/2/2018

Application Date: _____

Company Name	
Address	
City, ST, and Zip	
Contact Name	
Telephone #	
E-mail Address	
MWBE category	<input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Indian/Pacific Islander <input type="checkbox"/> Native American <input type="checkbox"/> Women <input type="checkbox"/> Other _____ <input type="checkbox"/> LGBT
% Ownership	<input type="checkbox"/> 50% <input type="checkbox"/> 51-66% <input type="checkbox"/> 67-100%
Services Offered	

Please rank 1-4 (1 being your first choice) which area is of most interest to you:

Financial/Cost Strategy	
Marketing Strategy	
Managing Operations	
Industry Mentoring	

Brief Company Background:	<i>Use this space to provide a brief summary of the company</i>
What do you see as your current significant challenge(s)?	
What are you looking for from your Office Manager?	

Additional Questions to assist us during the pre-selection process:

1. How long have you been in business?

- a. Less than one year
- b. 2-5 Years
- c. 6-10 Years
- d. More than 10 Years

2. What is your gross revenue?

- a. Less than \$1.0 million
- b. \$1.0 - \$ 5.0 Million
- c. \$6.0 - \$10.0 Million
- d. Greater than \$10.0 Million

3. What have your profits been for the past 3 years?

2013: _____

2014: _____

2015: _____

4. How many employees do you have?

- a. Less than 5
- b. 6-10
- c. 11- 25
- d. Greater than 25

5. How many customers do you have?

- a. Less than 15
- b. 16-30
- c. More than 30

6. What percentage do your top 4 customers make up in your revenue?

_____%

7. What goals are you trying to accomplish through this Virtual Office Manager Training?

8. What is the Office Manager's job description and his/her day-to-day tasks?

9. Describe your marketing plan.

10. Provide your cash flow statement.
