



A business plan template

Writing your business plan

It's not an overstatement to call your business plan the 'bible' you'll use to help establish your company.

And while business plans come in different formats, most of them include the same core sections.

This business plan template helps guide you through the process. When you're writing it, keep these tips in mind:

1. Know your audience

Are you writing the plan for yourself, or to get financial backing?
Knowing your audience will help you stay on track

2. Keep it concise

A strong idea should hook people in, but most won't have time to read a 100-page epic. Hit the crucial details while avoiding unnecessary words or information

3. Keep it simple

Make sure your plan is written in language that's accessible to people without specialist experience

4. Finally – don't rush

A plan can take several weeks to complete. It's important to crunch the numbers properly and get expert help, if needed (it'll be worth it in the long run)

About Simply Business

We're one of the UK's largest business insurance providers. Since we started life in 2005, we've helped three million small businesses and self-employed people find the protection that's right for them, from builders to bakers and personal trainers (we cover landlords, too).

How does it work?

Answer a few questions about your business and we'll show you quotes from a range of insurers. After you buy, our Northampton-based team will be with you through every step of your cover, whether you have questions about your policy or you need to make a claim.

Join over 600,000 customers and get your tailored policy in minutes.

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About you

Your name:

Your business name:

Who owns the business?

Business contact details:

Address:

Phone number:

Email address:

Business contact details:

Address:

Phone number:

Email address:

Executive summary

Write a paragraph on each of the below ([find out more about how to write an executive summary](#)). It's best to write your executive summary last, when you know the answers to these questions.

What's your business?

What sets you apart?

How will you market your ideas?

Executive summary

How will your business work
(for example, how will you create your product or service
and where is your business based?)

What are your financial projections?

How much money do you need?

Your business

Describe your product or service (and any other products or services you're going to sell)

What problem does your business solve?

How does it solve the problem?

How is your business structured
(are you a sole trader, limited company or partnership)? [Read more](#)

Your business

What's your history and experience? (qualifications, training and work experience)

Your customers

Write about the market research you've carried out. Include both quantitative (based on measurable data and statistics) and qualitative (based on gathering individual experiences and opinions) research.

Describe your customers.

Where are your customers based?

Your customers

How do your customers decide where to shop?

How will you target your customers?

Do you have any customers already? Give more details below.

The market

What market trends have you noticed?

What businesses are you competing against?

The market

What do people think about your competitors?

For example, what do they like, and what do they think they could do better?

What have people told you about your product or service?

What do they like and dislike?

Your competitors

Name, location and business size	Product / services	Price	Strengths	Weaknesses

Your competitors

Name, location and business size	Product / services	Price	Strengths	Weaknesses

SWOT Analysis

Fill in the SWOT analysis below to get a strategic understanding of your business idea. [Read more.](#)

Strengths

Weaknesses

Opportunities

Threats

Unique Selling Point (USP)

Marketing strategy

Marketing affects your whole operation, from product development to sales and distribution. [Read more about creating a marketing plan.](#)

How does your product or service benefit your customer?

How will you promote your product or service? Describe:

Your marketing channels

Marketing strategy

Why you have chosen these channels

How much your marketing will cost

Operations

How will you create your product or service?

How will you deliver your product or service to your customers?

Who are your suppliers? Please list them, the items and your terms.

Operations

What equipment do you need and how much does it cost?

Describe your business premises.

Does your business premises support any growth ambitions?

Operations

Describe your:

Transport and logistics

Legal requirements

Insurance – important covers include:

- [public liability insurance](#)
- [employers' liability insurance](#)
- [product liability insurance](#)
- [professional indemnity insurance](#)

Discuss any further operational information in more detail.

Your team

Are you the only one running your business?

Are you going to hire any employees?

What's the management structure of your business?

Outline the experience of anyone you're bringing in to help you run your business.

Your financials

Costs and pricing strategy:

	Product/service name	
A	Number of units in calculation	
B	Product/service components	
C	Total product/service cost	
D	Cost per unit	
E	Price per unit	
F	Profit margin (£)	
G	Profit margin (%)	
H	Mark up (%)	

Your financials

Sales and costs forecast

Month		1	2	3	4	5	6	7	8	9	10	11	12	Total
a	Month name													
Sales forecast														
b														
c														
Costs forecast														
d														
e	Assumptions (eg seasonal trends)													

Your financials

Cashflow forecast:

Month		Pre-start	1	2	3	4	5	6	7	8	9	10	11	12	Total
A	Month name														
Money in (£)															
B	External funding														
	Own funds														
	Incomes from sales														
	Other														
C	Total money in (£)														
Money out (£)															
D	Loan repayments														
	Personal drawings														
E	Total money out (£)														
	Balance (£)														
F	Opening balance														
	Closing balance														

Your financials

Budget – what income do I need to survive?

Section		Monthly cost (£)
A Estimated costs	Mortgage/rent	
	Council tax	
	All personal and property insurances	
	Clothing	
	Food and housekeeping	
	Telephone	
	Hire charges (things you're using on loan)	
	Subscriptions (eg Spotify, Netflix, clubs and societies)	
	Entertainment (meals and drinks)	
	Car tax, insurance, service and maintenance	
	Children's expenditure and presents	
	Credit card, loan and other personal debt repayments	
	National Insurance	
	Other	
B	Total costs (£)	
C Estimated income	Income from family/partner	
	Part-time job	
	Working tax credit	
	Child benefits	
	Other benefits	
	Other	
D	Total income (£)	
E	Total income needed to survive (£)	

Your financials

Balance sheet

Assets	
Current assets	
Cash	
Accounts receivable	
Inventory	
Temporary investment	
Prepaid expenses	
Total current assets	
Fixed assets	
Property and equipment	
Leasehold improvements	
Equity and other investments	
Less accumulated depreciation	
Total net fixed assets	
Total assets	

Liabilities	
Current liabilities	
Accounts payable	
Accrued compensation	
Income taxes payable	
Unearned revenue	
Any other liabilities	
Total current liabilities	
Long-term liabilities	
Mortgage	
Other long-term liabilities	
Total long-term liabilities	
Shareholders' equity	
Capital stock	
Retained earnings	
Total shareholders' equity	
Total liabilities	

Appendices

Include any information that you couldn't fit into the main body of your plan here.

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