

List your mission statement.

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List your three to five key goals covering the next 12 months.

1.	
2.	
3.	
4.	
5.	

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What is your legal form of organization, state in which it was formed, and principal place of business address, telephone number, fax number, email address, and website URL (if you have one)?

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List the owners by name with their ownership interest (for many, this will be just you at 100 percent).

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