## Business Application Checklist

### 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 Loan 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 must also have prepared and ready:**

- ☐ Projected Profit and Loss Statement
- ☐ Projected Balance Sheet

**The Thurston EDC Center for Business & Innovation can help!**

Assistance with preparing documents is available through the CB&I. Contact Ryan Norskog at **360-464-6060** or **rnorskog@thurstonedc.com.**
Reference your interest in ThINk and the specific documents you'd like help with and you will be guided to the best service and/or staff member to assist you. All CB&I coaching and counseling services are free or low-cost.