

d—src

D-SRC Comprehensive Business Portfolio Checklist



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Develop a comprehensive business portfolio using the below outline.

Category	Items	
Legal Documentation	Licenses, permits and incorporation documents	
	IRS EIN Letter/Number	
	Required Industry Certifications and Trainings	
	Business Insurance	
	State Issued Annual Statement and Certificate of Good Standing	
	Proof of Resolved Business Litigation, Disputes, and Liens	
Business Plan	Executive Summary	
	Ownership and Management Description	
	Current and Future Operations Strategy or Program Plans	
	Sales, Profits, and Projections Description	
	Market Analysis	
	Marketing Plan	
	Retail Development Plan	
	Pricing Model	
	Appendix with supplemental documentation as necessary	
Active Marketing	Social Media Links	
	Website(s) and Landing Page(s)	
Business Financials and Proof of Operations	Active Business Bank Account	
	Most recent (90-days) digital payment reports	
	3-Years of Monthly and Annual Cash Flows	
	3-Years of Federal and State Tax Returns	
Financial Projections	Sources and Uses Budget/Startup Costs Budget	
	Revenue and Expense Assumptions	
	Monthly and Annual Financial Projections	
Commercial Property Information (if applicable)	Property Purchase Agreement, Lease, or Letter of Intent	
	Commercial Property, Location, and/or Site Photos	
	Professional Quotes for Construction/Engineering	
Proposals for Professional Services	Scope(s) of Work for Professional Services	
	Proposals and Quotes for Business Services	
Personal and Professional Information	Founders, Owners, and Management Team Resumes	
	Management Team Certifications and Licenses	
	Current Personal Financial Statements for all owners	
Branding	Product Photos	
	Logos and/or Branding Plans	

D-SRC Supplemental Downloads

D-SOURCE has a library of templates designed to help you build a comprehensive portfolio for your company including:

- [D-SRC 'Market Testing Guide'](#) - Conduct a market test while simultaneously advancing strategic marketing plans that you can employ immediately to improve your sales.
- [D-SRC 'Comprehensive Business Plan Guide'](#) - Use D-SRC Business Plan Outline(s) to organize ideas, advance business objectives, build operations plans, program plans, and growth plans, renew marketing strategies, execute retail development, and more.
- [D-SRC 'Retail Readiness Guide'](#) - Use Parts I and II of the D-SRC Retail Readiness Guide to identify your retail needs, evaluate commercial property, work with building professionals, evaluate contractors, and execute a high-quality retail development project.
- [D-SRC 'Balance Sheets Workbook'](#) - Track your company's ongoing and preceding cash flows
- [D-SRC 'Financial Projections and Growth Planning Workbook'](#) - Use your growth plans to build comprehensive financial projections.

For more tools and resources like the ones listed above, visit www.d-src.com, create your FREE account and use everything inside to take your small business to the next level.

Need Help?

If you have any questions, Team D-SOURCE is here to help! You can reach out anytime by sending an email to admin@d-src.com to inquire about our tools, ask questions, request a coaching consultation, or provide feedback for our team.

Let us know how we can help!