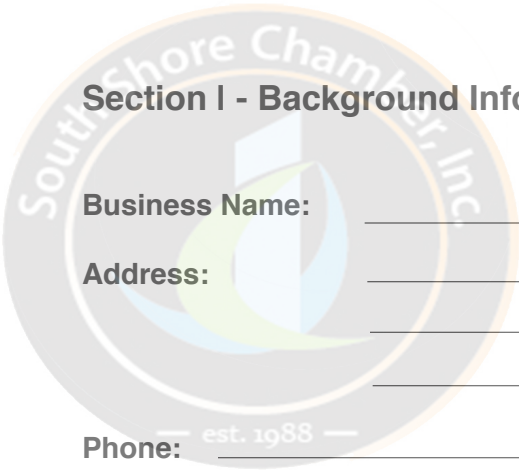




South Shore Chamber, Inc

**Business Assessments
for Small Businesses**



Section I - Background Information

Business Name: _____

Address: _____

Phone: _____ est. 1988 _____ Cell: _____ Fax: _____

Website: _____ Email: _____

Owner's Name: _____

Years in Business _____ Years as Owner _____

Is the business a:

Corporation: _____ Partnership _____ LLC: _____

Sole Proprietorship: _____ Other: _____

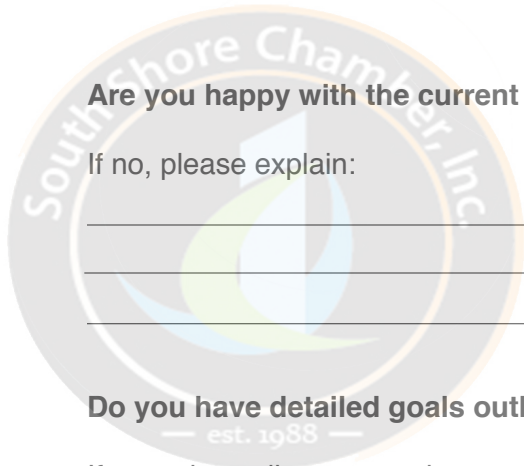
SIC/NAICS Code: _____

Are you MWMBE certified? Yes/No Do you wish to become MWBE certified?

Yes _____ No _____

Description of Your Business:

What is the Focus/Niche of your business?



Are you happy with the current performance of your business? Yes _____ No _____

If no, please explain:

Do you have detailed goals outlined for your business? Yes _____ No _____

If yes, please list your goals:

Does your business have the following:

Business Plan: Yes _____ No _____

Strategic Plan: Yes _____ No _____

Vision Statement: Yes _____ No _____

Mission Statement: Yes _____ No _____

What brings you to South Shore Chamber, Inc.?

_____ **Need Critical Assistance**

_____ **Want to learn about about something specific:** _____

_____ **Want to grown or expand**

_____ **Other:** _____

Do you have an employee handbook?

If yes, does it contain the following? (circle all that apply)

Mission Statement

Conditions of Employment

Benefits

Work Schedules

Compensation

Performance Standards

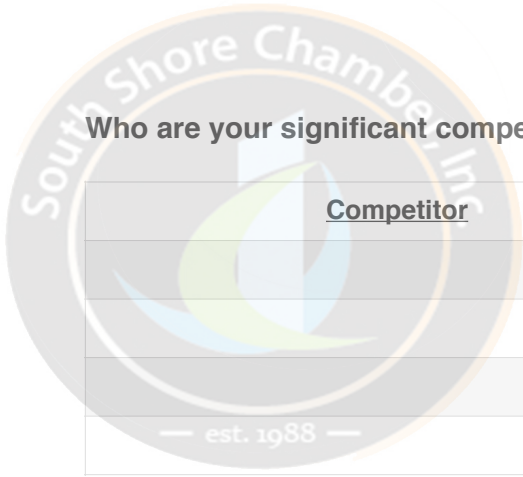
Termination Conditions

Sample Evaluation Form

Dress Code

Drug Policy

Contact Information



Who are your significant competitors and what attributes/benefits do they offer?

<u>Competitor</u>	<u>Attribute/Benefits</u>

Section III - Finance & Accounting

Do you have a business banking account? Yes _____ No _____

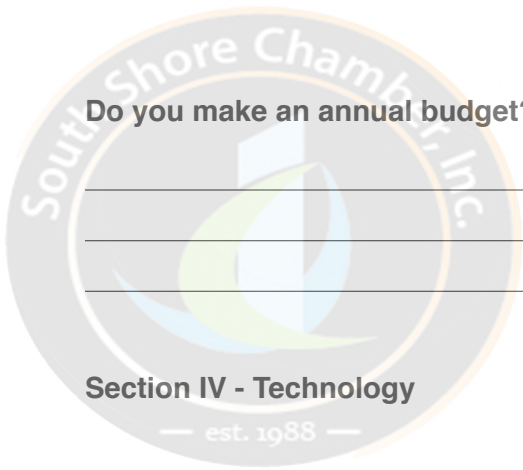
Do you have a business plan? Yes _____ No _____

Do you have business insurance? Yes _____ No _____

Who handles your bookkeeping?

What do you use as a bookkeeping system?

How do you track labor and material costs for each product line/job?



Do you make an annual budget?

Section IV - Technology

— est. 1988 —

Does your business have a website? Yes No

Does your business have a social media account? (Circle all that apply)

Twitter Facebook LinkedIn Pinterest Instagram

YouTube Vine Other: _____

Can your business benefit from an Internet presence or e-Commerce site?

Yes No

Does your business have an business branded email? Yes No

How up-to-date are computer systems and/or office network?

Does your business practice or need data retention? Yes No

Does your business have Workstations, Printers, Shared Storage, and Peripherals?

Yes No