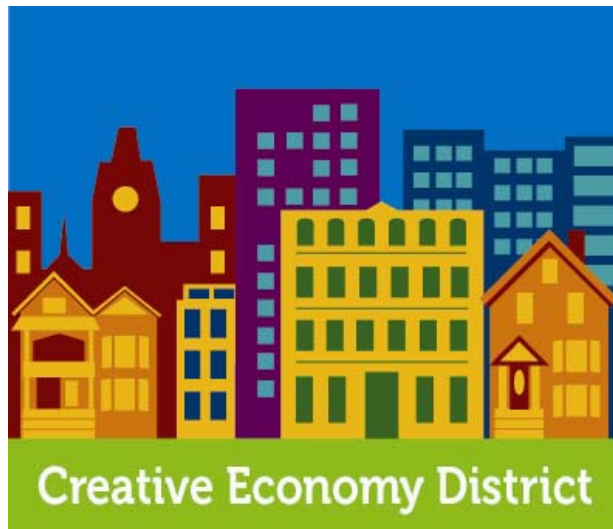


# CITY OF WORCESTER

## CREATIVE ECONOMY GRANT PROGRAM

*A Worcester Commercial Area Revitalization District (CARD) and Arts District Initiative*



Administered by:

City of Worcester  
Office of Economic, Neighborhood, & Workforce Development  
Economic Development Division  
44 Front Street, Suite 530  
Worcester, MA 01608  
(508) 799-1400, ext. 262



*Michael V. O'Brien*  
*City Manager*

# CITY OF WORCESTER

## ECONOMIC DEVELOPMENT DIVISION

### CREATIVE ECONOMY GRANT PROGRAM

#### **OVERVIEW:**

The City of Worcester, in partnership with property owners in the Creative Economy District, has established a collaborative effort to revitalize the core of Worcester by focusing on the principles of a creative economy.

This initiative will assist entrepreneurs and business owners interested in opening or expanding a retail establishment that meets the creative economy criteria by providing a grant and other financial and technical assistance.

#### **MISSION:**

To assist in the creation of new small businesses and expansion of existing small businesses of the creative economy, as defined below, that will help enhance the vitality of the district.

#### **CREATIVE ECONOMY:**

The creative economy consists of those industries that have their origin in individual creativity, skill, and talent, as well as a potential for wealth and job creation through the generation of ideas, products, and/or services. Creative economy businesses include but are not limited to the following retail businesses:

Art Supply Store

Bakery

Café

Camera Store/Photo Printing

Craft Store

Drinking Establishment

Framing Store

Gallery

Gaming Store

Home Decor

Music/Art School

Music Store – Used

Musical Instruments

Organic Foods

Restaurant (with creative element)

Theater/Performance Venue

Studio (open to the public)

**Applicants must demonstrate how they build on and support Worcester’s creative economy.**

#### **ELIGIBLE APPLICANTS:**

Eligible applicants shall be new or existing small businesses with at least one year experience that meet the creative economy definition and are interested in opening or expanding an eligible

business in the Worcester Commercial Area Revitalization District (CARD) or the Main South Arts District.

The Worcester CARD consists of the Downtown, Shrewsbury Street, and portions of the Canal District, Chandler Street, Grafton Street, Lincoln Street, Main Street, Pleasant Street, and Southbridge Street. A map of the the Worcester CARD is attached.

#### **INELIGIBLE APPLICANTS:**

The City reserves the right to reject any application that is incomplete, does not meet the definition of the creative economy, or the Program Requirements in the sole opinion of the City of Worcester's Economic Development Division. New or existing small business owners interested in utilizing a storefront for office use are ineligible for funding. In addition, the City may decide on a case-by-case basis to reject any application that does not benefit the health, safety, and welfare of the CARD or the Main South Arts District.

#### **APPROVED USES OF FUNDS:**

- Working Capital
- Purchase of Equipment
- Purchase of Inventory
- Marketing

#### **FUNDING:**

Funding for this program will be provided through the City of Worcester's Community Development Block Grant (CDBG) funds, which are allocated by the United States Department of Housing and Urban Development (HUD). Applicants must meet and adhere to Federal requirements and compliance issues.

#### **AMOUNT OF FUNDING:**

The Economic Development Division has allocated \$40,000 of its CDBG funding for this program. Each approved project may be entitled to a grant in the amount of \$5,000.

#### **APPLICATION PROCESS:**

The Economic Development Division will award funding through a competitive process. The program will be carried out on a semi-annual basis, as funding allows. The latest round of funding has the following schedule:

- Applications will be available on July 1, 2010
- Proposals must be submitted to the Economic Development Division by 4:00 PM on September 30, 2010
- The Economic Development Division will fund a maximum of eight businesses

## **SELECTION PROCESS:**

All applications will be reviewed by staff of the Economic Development Division to determine which projects best demonstrate how they build on and support Worcester's creative economy and help enhance the vitality of the district.

Evaluation criteria will include the following:

- Applicant's experience
- Industry type
- Pedestrian generation
- Public realm enhancement
- Employment opportunities
- Private investment
- Financial plan
- Business plan
- Management plan
- Location
- Size of establishment (square footage)
- Property ownership or lease agreement
- Property owner participation\*

\*To leverage the City's, as well as the applicant's private investment, and to ensure the success of the new or expanding business in the district, applications that indicate a landlord's offer of additional incentives will be given preference. These incentives could include below market rents, financing assistance, tenant improvement allowance, marketing assistance, or business partnerships.

## **BUSINESS ASSISTANCE:**

Through the Economic Development Division, the City of Worcester can provide financial, site search, and technical assistance to applicants after the September 30, 2010 submittal date. The Economic Development Division can assist in identifying a location for an applicant's business, securing financing or grant opportunities, and obtaining the required local and state permits and/or approvals.

## **LOAN STRUCTURE:**

This program is designed as a loan with payments deferred for a maximum term of two (2) years. The full loan amount will be forgiven and conveyed as a grant to the Applicant if the following conditions (Conditions) are met at the end of the two (2)-year term:

- The small business must be operating at the location approved by the City at the time of the disbursement of City funds
- The project must benefit a low- to moderate-income Worcester resident

- The Applicant must be in compliance with all City and HUD requirements

If the Conditions are not met at the end of the two (2)-year term, the total loan amount must be repaid to the City either in full or in monthly installments over a maximum period of three (3) years.

**INTEREST RATE:**

- The interest rate will be deferred during the initial two (2)-year term unless accelerated by default
- The interest rate will be determined by the City during the application process and will not be higher than the Wall Street Journal Prime Rate

**LOAN TERMS:**

- All loans must be repaid in full if the City determines that the Applicant failed to meet all of the Conditions prior to the end of the initial two (2)-year term following the completion of the work

**COLLATERAL:**

All loans will be secured by a mortgage lien or UCC filing

**GUARANTEES:**

At the discretion of the City, personal guarantees for loans may be required of Applicants.

**FILING FEES:**

It is the responsibility of the Applicant to pay for any and all required fees and charges pertaining to this program. All required documents will be recorded by the City.

**PROGRAM REQUIREMENTS:**

- The business must meet the creative economy criteria
- The Applicant must have a minimum of one year of experience operating a business
- The project must benefit a low- to moderate-income Worcester resident.
- The business' storefront (including signage and awnings) and other storefronts in the same building, if applicable, must be in accordance with the City's Design Guidelines
- The business must be open a minimum of 40 hours per week, including Saturdays
- The business must be a retail or eating establishment that generates pedestrian activity
- The business must help enhance the vitality of the targeted area, resulting in the ability to attract new/additional retail businesses, restaurants, or similar uses and the revitalization of the targeted area

- All required City and State licenses, permits, and other approvals pertaining to the business must be obtained/approved prior to the release of funds
- The business and property owner, if applicable, must be current with all Federal, State, and local taxes

**REQUIRED SUBMISSIONS:**

1. A completed application form and associated documents
2. A completed Personal Financial Statement for all owners/principals with a 20% or greater ownership/investment in the business
3. Copies of the last three years of personal tax returns for all owners/principals with a 20% or greater ownership/investment in the business
4. Copies of the last three years of tax returns of the business (if applicable) or three years of accountant-prepared financial statements
5. A completed business plan, including a pro forma balance sheet and projections for three years and a 24-month Projected Cash Flow Statement, which includes the proposed debt service
6. Certificate of Tax Compliance verifying that all Federal, State, and local taxes are paid and current (See attachment)
7. A list of collateral available to secure the requested loan amount
8. Authorization for Release of Information and a \$18.00 fee per owner/principal for a credit investigation
9. Verification, in a form satisfactory to the City of Worcester, that the Applicant possesses or can obtain the necessary balance of funds to open or expand the business
10. Quotes from suppliers for equipment, inventory, supplies, and machinery
11. All required City of Worcester and State licenses, permits, and other approvals pertaining to the project (prior to disbursement of any loan proceeds)
12. All other fees required to process the loan

**HUD ELIGIBILITY REQUIREMENT:**

The use of CDBG funds for this program is based upon the HUD eligibility of Special Economic Development Activities under 24 CFR 570.203(b). In order to be eligible for CDBG funding, each applicant must qualify as meeting one of the following national objectives of the CDBG program:

- Benefiting low- and moderate-income persons
- Preventing or eliminating slums or blight
- Meeting an urgent need

**ADDITIONAL REQUIREMENTS:**

1. Applicants may, at the discretion of the Economic Development Division, be required to participate in various training programs, at no cost to the borrower, in order to sharpen business and management skills and increase the ability to repay the loan under the agreed-upon conditions.

2. Applicants must also biannually furnish the Economic Development Division with updated financial information after receipt of funds.

**CONTACT INFORMATION:**

For further information pertaining to this program or to obtain an application, please contact the Economic Development Division at (508) 799-1400, ext. 262.

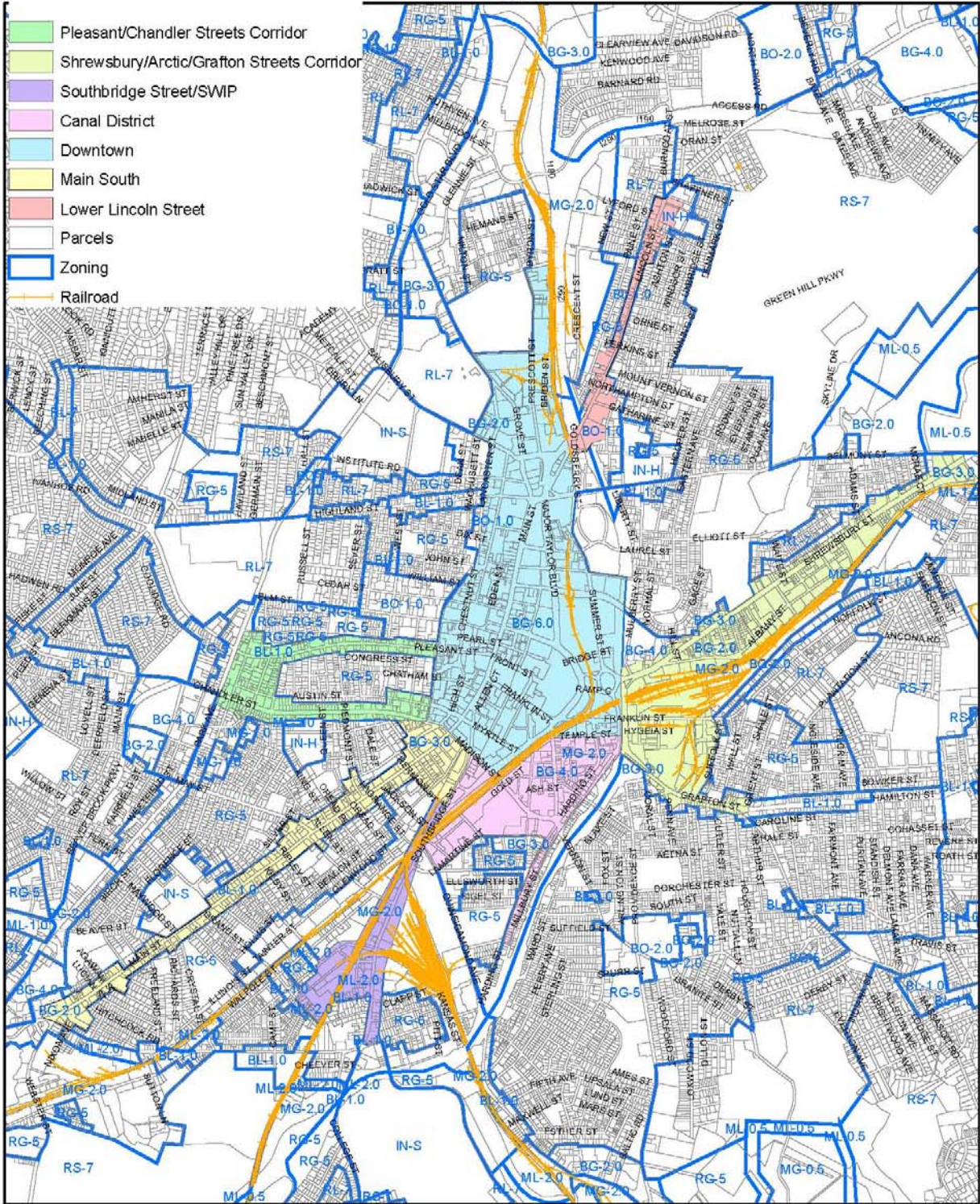
# Worcester CARD

Worcester, Massachusetts

2007

## Legend

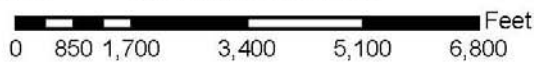
- Pleasant/Chandler Streets Corridor
- Shrewsbury/Arctic/Grafton Streets Corridor
- Southbridge Street/SWIP
- Canal District
- Downtown
- Main South
- Lower Lincoln Street
- Parcels
- Zoning
- Railroad



Planning & Regulatory Services Division

1 inch equals 2,500 feet

gentler





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**To Be Completed By Existing Business Owner:**

**Years in Business:** \_\_\_\_\_

**Years at Present Address:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Amount of Personal Funds Invested in the Business to Date:** \$ \_\_\_\_\_

**Amount of Financing Requested:** \$ \_\_\_\_\_

**Present Number of Employees:** \_\_\_\_\_ **Full-Time:** \_\_\_\_\_ **Part-Time:** \_\_\_\_\_

**Jobs Expected to be Created as a Result of this Loan:** \_\_\_\_\_

**Number of Jobs Expected to be Created for Low- to Moderate-Income Persons:** \_\_\_\_\_

**Projected Total:** \_\_\_\_\_ = \_\_\_\_\_ % of Total Jobs (To Be Completed by EDD)

**To Be Completed By New Business Owner:**

**Type of Business:** \_\_\_\_\_

**Amount of Personal Funds Invested in the Business to Date:** \$ \_\_\_\_\_

**Amount of Financing Requested:** \$ \_\_\_\_\_

**Projected Number of Employees:** \_\_\_\_\_ **Full-Time:** \_\_\_\_\_ **Part-Time:** \_\_\_\_\_

**Jobs Expected to be Created as a Result of this Loan:** \_\_\_\_\_

**Number of Jobs Expected to be Created for Low- to Moderate-Income Persons:** \_\_\_\_\_

**Projected Total:** \_\_\_\_\_ = \_\_\_\_\_ % of Total Jobs (To Be Completed by EDD)

**Briefly summarize the purpose of the funds requested:**

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**Briefly summarize your business, plans, and goals.**

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**Please demonstrate how your business builds on and supports Worcester's creative economy.**

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\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**

**PERSONAL FINANCIAL STATEMENT**

Submitted to: CITY OF WORCESTER

Date: \_\_\_\_\_

Individual Information

Other Party Information

|       |       |
|-------|-------|
| Name: | Name: |
|-------|-------|

|                            |                            |
|----------------------------|----------------------------|
| Street Address:            | Street Address:            |
| City, State, Zip:          | City, State, Zip:          |
| Social Security #:         | Social Security #:         |
| Date of Birth:             | Date of Birth:             |
| Occupation:                | Occupation:                |
| Business Name:             | Business Name:             |
| Business Address:          | Business Address:          |
| Street Address:            | Street Address:            |
| City, State, Zip:          | City, State, Zip:          |
| Length at Present Address: | Length at Present Address: |
| Res. Phone:                | Bus. Phone:                |
| Res. Phone:                | Bus. Phone:                |

Have (either of ) you or any firm in which you were a major owner ever declared bankruptcy or settled any debts for less than the amounts owed? If yes, please provide details on a separate sheet. \_\_\_ no \_\_\_ yes

Are (either of ) you a defendant in any suit or legal action? \_\_\_ no \_\_\_ yes

Are (either of ) you presently subject to any unsatisfied judgment or tax liens? \_\_\_ no \_\_\_ yes

Statement of Financial Condition as of \_\_\_\_\_, 2010

| ASSETS  | Value | LIABILITIES                                | Value |
|---|-------|--|-------|
| Cash (see Schedule A)                                   |       | Notes Payable - Secured (see Schedule G)   |       |
| U.S. Govt. & Marketable Securities (see Schedule B)     |       | Notes Payable - Unsecured (see Schedule G) |       |
| Non-Marketable Securities (see Schedule C)              |       | Accounts Payable - Other                   |       |
|   |       |  |       |
| Real Estate Owned (see Schedule D)                      |       | Real Estate Mortgages (see Schedule D)     |       |
|   |       | Unpaid Income Tax                          |       |
| Automobiles   |       | Other taxes payable                        |       |
| Cash Surrender Value of Life Insurance (see Schedule E) |       |  |       |
| IRA, Keogh, Profit Sharing                              |       |  |       |
|   |       |  |       |
| Business Interests (see Schedule F)                     |       |  |       |
| Other   |       |  |       |
|   |       |  |       |
|   |       | TOTAL LIABILITIES                          |       |
|   |       | NET WORTH                                  |       |
| TOTAL ASSETS  |       | TOTAL LIABILITIES AND NET WORTH            |       |

Contingent Liabilities (e.g., as endorser, guarantor, co-maker): \_\_\_\_\_

Annual Income for the Year Ended \_\_\_\_\_

| ANNUAL INCOME        | Individual | Joint | EXPENDITURES                                      | Individual | Joint |
|----------------------|------------|-------|---|------------|-------|
| Salaries & Wages     |            |       | Mortgage/Rent Payments                            |            |       |
| Dividends & Interest |            |       | Taxes (State, Fed, Local)                         |            |       |
| Real Estate Income   |            |       | Insurance Premiums                                |            |       |
| Other                |            |       | Other contract payments (auto, credit card, etc.) |            |       |
|                      |            |       | Other expenses                                    |            |       |
| TOTAL INCOME         |            |       | TOTAL EXPENSES                                    |            |       |

Schedule A - Cash, Checking and Savings Accounts; Certificates of Deposit; Money Market Funds; etc.

| Name of Financial Institution | Acct. # | Account Type | Balance | In name of: |
|-------------------------------|---------|--------------|---------|-------------|
|                               |         |              |         |             |
|                               |         |              |         |             |

Schedule B - U.S. Government and Marketable Securities (Use additional sheet if necessary)

| # Shares or Face Value of Bonds | Description | In name of: | Market Value |
|---------------------------------|-------------|-------------|--------------|
|                                 |             |             |              |
|                                 |             |             |              |

Schedule C - Non-Marketable Securities

| # of Shares | Description | In name of: | Market Value |
|-------------|-------------|-------------|--------------|
|             |             |             |              |
|             |             |             |              |

Schedule D - Real Estate Owned (Use additional sheet if necessary)

| Description/Location | Year Purchased | In name of: | Cost | Market Value | Mortgage Bal. | Monthly Pmt. |
|----------------------|----------------|-------------|------|--------------|---------------|--------------|
|                      |                |             |      |              |               |              |
|                      |                |             |      |              |               |              |

Schedule E - Life Insurance Carried, Including Group Insurance

| Insurance Company | Policy Owner | Beneficiary | Face Amount | Policy Loans | Cash Surrender Value |
|-------------------|--------------|-------------|-------------|--------------|----------------------|
|                   |              |             |             |              |                      |
|                   |              |             |             |              |                      |

Schedule F - Business Interests (Use additional sheet if necessary)

| Name of Business | Date Started | Line of Business | % Ownership | Net Worth of Business |
|------------------|--------------|------------------|-------------|-----------------------|
|                  |              |                  |             |                       |
|                  |              |                  |             |                       |

Schedule G - Notes Payable to Banks and others

| Owing to: | High Credit | Present Balance | Maturity/Date Due | Monthly Payment | Secured by: |
|-----------|-------------|-----------------|-------------------|-----------------|-------------|
|           |             |                 |                   |                 |             |
|           |             |                 |                   |                 |             |

The information offered in this statement is provided to induce you to continue the extension of credit to the undersigned or to others upon the guaranty of the undersigned. The undersigned acknowledges and understands that you are relying on the information provided herein in deciding to grant or continue credit. Each of the undersigned represents, warrants, and certifies that (1) the information provided herein is true, correct, and complete, and gives a correct and complete showing of the financial condition of the undersigned; and (2) the undersigned has no liabilities direct, indirect, or contingent except as set forth in this statement, and legal and equitable title to all assets listed herein is in the undersigned's sole name, except as may be herein otherwise noted. Each of the undersigned agrees to notify immediately and in writing of any change in name, address, or employment and of any material adverse change (1) in any of the information contained in this statement or in the financial condition of the undersigned; or 2) in the ability of any of the undersigned to perform its (or their) obligations to you. In the absence of such a notice or a new and full written statement, this should be considered as a continuing statement and substantially correct. You are authorized to make all inquiries you deem necessary to verify the accuracy of the information contained herein, and to determine the creditworthiness of the undersigned and the undersigned hereby authorizes all persons to whom you make such inquiries to respond hereto in full. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**GUARANTY**

For valuable consideration, the receipt of which is hereby acknowledged, and in consideration of **The City of Worcester** (herein called the "City"), acting through the City Manager's Economic Development Division, making extensions of credit or extending other financial accommodations to \_\_\_\_\_ (herein called "The Obligor"), the undersigned does hereby unconditionally guarantee to the City, due payment, performance, and fulfillment of all business and future obligations, liabilities and undertakings of Obligor to City of every kind, nature, and description, when and as due by acceleration or otherwise, whether direct or indirect, absolute or contingent, liquidated or unliquidated, due or become due, now existing or hereafter arising or acquired, sole, joint or several, and whether consisting of obligations to pay money or to perform the Obligor's obligations to the City under all present or future agreements of the Obligor

in favor of the City (herein called the "Obligations"). The liability of the undersigned hereunder shall be limited in amount to the outstanding balance of the loan and any accrued interest thereto.

Notices of acceptance of, and action taken by the City from time to time in reliance on, this Guaranty are hereby waived, and this Guaranty shall operate as a continuing and absolute guaranty until receipt by the City of written notice of the revocation of this Guaranty of the death of the undersigned. Such notice shall not effect any obligation of the undersigned hereunder at the time of such revocation, and, if after any such death or incapacity, but prior to the City's receipt of notice thereof, the City grants any loan or extension thereto, or accepts any assignment of indebtedness of, the Obligor or takes other action in reliance upon this guaranty, the undersigned hereby agrees to indemnify the City against and save it harmless from all loss, cost, liability and expense which it may incur or suffer by reason of such action. Any such notice shall be effective only with respect to the person by whom or for whom such notice is given. On any default by Obligor, the liability of the undersigned hereunder shall be effective immediately. The undersigned waives all requirements of notice, demand, presentment or protest and any right which the undersigned might otherwise have to require the City first to proceed against the undersigned for the enforcement of this Guaranty. The undersigned shall not assert any right of set off, reimbursement, subrogation, or other right arising from payment or other performance hereunder until all Obligations guaranteed hereunder shall have been satisfied in full.

The liability of the undersigned shall not be terminated or otherwise affected or impaired by the City's granting time to Obligor (regardless of the number or length of such grants of time) or by any other indulgence or indulgences granted by the City to Obligor, or by the City's heretofore, now or hereafter acquiring, releasing or in any way modifying any guaranty from any other person or persons or by any substitution, exchange, modification or release of collateral or security for any of the Obligations hereby guaranteed, whether or not notice thereof shall have been given to the undersigned, or by any action of the City or any failure on the City's part to take any action with respect to, or to realize upon any security, rights, endorsements or guaranties which the City may now or hereafter hold with respect to any Obligation, or by any change with respect to the Obligor in the form or manner of doing business, whether by incorporation, consolidation, merger, partnership formation or change in membership, or other wise, or because of any fraud, illegal or improper acts of the Obligor.

If for any reason the Obligor has no legal existence or is under no legal obligation to discharge any of the Obligations to discharge any of the Obligations, or if any amounts included in the Obligations shall have become irrevocable from the Obligor by operation of law or for any other reason, or if any security or other guaranty shall be found invalid, the undersigned shall nonetheless be and remain bound upon this Guaranty. The undersigned agrees to pay the costs and expenses (including reasonable attorney's fees) of City in enforcing this Guaranty or any obligation on default. This Guaranty shall be binding upon the heirs, personal representatives and assigns of any individual guarantor, and upon the successors and assigns of any other guarantor. This Guaranty may be modified only by an agreement in writing executed by the City and the undersigned. If this guaranty is executed by two or more parties, the liability of all of the undersigned shall be joint and several, and the word "undersigned" wherever used herein shall be construed to refer to each of such parties separately, all in the same manner and with the same effect as if each of them had signed separate instruments. The continuation of this Guaranty as to any of the undersigned shall not be affected by the termination, discontinuance, release or modification hereof as to any of the undersigned guarantors, including, without limitation, termination because of death or disability or an individual guarantor.

This instrument is intended to take effect as a sealed instrument, and this instrument and all rights, duties and remedies of the parties shall be governed as to interpretation, validity, effect and enforcement, and in all other respects, by the law of the Commonwealth of Massachusetts.

\_\_\_\_\_  
WITNESS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**City of Worcester**  
**Creative Economy Deferred Loan Program**  
**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Massachusetts General Law, Chapter 62C, Section 49A(b):

The undersigned certifies under the pains and penalties of perjury that said property owner has complied with all laws of the Commonwealth of Massachusetts and the City of Worcester and is current with all local, state, and federal taxes and other assessments including child support payments as required under the law.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Federal Identification Number: 04-\_\_\_\_\_ or TIN: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Federal Identification Number: 04-\_\_\_\_\_ or TIN: \_\_\_\_\_

**City of Worcester  
Creative Economy Deferred Loan Program**

**AUTHORIZATION FOR RELEASE OF INFORMATION**

The purpose of this form is to obtain information concerning you, the applicant(s), to enable this office to process a loan request and to obtain any or all of the items below from references, creditors, government agencies, and credit reporting agencies.



review by Federal agencies and will be kept confidential and not for public distribution. Your cooperation in the completion of this form is appreciated.

NOTE: The following information is subject to verification by government officials.

Are you a resident of the City of Worcester? Yes \_\_\_ No \_\_\_

What is your current address?

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Please circle the number of people in your family, including yourself:

|          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|
| 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        |
| \$44,750 | \$51,150 | \$57,550 | \$63,900 | \$69,050 | \$74,150 | \$79,250 | \$84,350 |

(Rev. 5/10)

Is your total family income for the last 12 months less than or equal to the amount indicated for the size of your family?  
(Please be sure to include all sources of family income)

Yes \_\_\_ No \_\_\_

**For reporting purposes only, please answer the following questions:**

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Handicapped: Yes \_\_\_\_\_ No \_\_\_\_\_

Single Family Head of Household: Yes \_\_\_\_\_ No \_\_\_\_\_

**Please identify the appropriate racial and ethnic category below:**

American Indian/Alaskan Native \_\_\_\_\_

American Indian/Alaskan Native & Black/African American \_\_\_\_\_

Asian \_\_\_\_\_

Asian/Hispanic \_\_\_\_\_

Black/African American \_\_\_\_\_

Black/African American & White \_\_\_\_\_

Black/Hispanic \_\_\_\_\_

Native Hawaiian \_\_\_\_\_

Other Pacific Islander \_\_\_\_\_

White \_\_\_\_\_

White/Hispanic \_\_\_\_\_

Other Multi-Racial \_\_\_\_\_

I certify that the above information, to the best of my knowledge is accurate and true.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Signature

**City of Worcester  
Economic Development Division  
Initial Contact Assistance Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Cell: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Facsimile: \_\_\_\_\_

**Assistance Needed**  
(Check as many needed)

Site Search: \_\_\_\_\_ Technical: \_\_\_\_\_ Financial: \_\_\_\_\_

Other: \_\_\_\_\_

Signature: \_\_\_\_\_

OFFICE USE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_