



## PROJECT REPORT Preparation sheet

### 1. General

1.1. Name Of the firm	.
1.2. Project	
1.3. Location	
1.4. Type of the organisation	
1.5. Address	
1.6. Name Of Chief Promoter	
1.7. Birth Date	-----

### 2.

2.1. Promoter Annual income: Rs \_\_\_\_\_ (Last year)

2.2. Assets owned by the Promoter: Movable Rs. \_\_\_\_\_ Immovable Rs. \_\_\_\_\_

### 3. PROJECT AT A GLANCE(Rs in lacs)

Title of the project: Retail outlets

Srl.	particulars	amount
1	Outlet Capacity(sales per year)	
2	Cost Of land & site development	
3	Cost of building	
4	Cost of plant & machinery	
5	Cost of miscellaneous fixed assets	
6	Contingences	
7	Technical know-how fees	
8	Preliminary & Pre-operative Expanses	
9	Working Capital margin	
	Total	
10	Power Requirement	
11	Break –even Point-%	



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#### 5. Misc.Fixed Assets:

Sr No	description	No's Required	rate	Total Value
1	Office furniture & fixtures			
2	Electrification cabling illumination etc			
3	Water storage & distribution			
4	Fire Fighting equipments			
5	Delivery vehicles			

#### 6. Preliminary & Pre-operative expenses:

Sr No	particulars	Amount	Remarks
1	Market Survey & Project Preparation		
2	Legal Expenses & Loan Processing		
3	Interest During implementation		
4	Establishment Expenses		
5	Travelling expenses		
6	Advertisement		
7	Insurance During Commissioning Of Outlet		
8	Start up expenses		
9	Misc. Expenses		
	Total		



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### 7. Outlet working Programme-

- No of working days per annum –
- No Of working shifts (8hr) per day –
- Installed capacity-

### 8. Utilities:

Sr No	Particulars	Annual Expenditure	Remarks
1	Power / electricity		
2	Water		
3	Any other		
4	Any other		
	<b>Total</b>		

### 9. Man Power (salaries /Wages)

Sr no	particulars	No's	Wages / salaries	Annual Expenses
1	Self			
2	Manager			
3	Supervisor			
4	Skilled			
5	Semi-skilled			
6	Unskilled			
7	Office, Marketing & Admin .Staff			
8	Any Other			
	<b>Total</b>			



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#### 10. Selling & Distribution expenses

Sr No	Particulars	Amount	Remarks
1	Publicity expenses		
2	Travelling		
3	Freight		
4	Commission		
5	Marketing Expenses		
6	Miscellaneous		
	Total		

#### 11. Administrative Expenses:

Sr No	particulars	Amount	Remarks
1	Stationary & printing		
2	Telephone /mobile		
3	Entertainment expenses		
4	Miscellaneous		
	Total		



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## 12. The Working Capital

Sr No	Item	Duration	Total Value		
			Yr 1	Yr2	Yr3
1	Raw material stock				
2	Semi –finished goods stock				
3	Finished goods stock				
4	Sales of credit				
5	Consumables & packaging				
6	Utilities				
7	Man Power				
8	Administrative Exps				
9	Selling & Distribution				
10	Repairs & maintenance				
	Total				

## 13. Total Cost of Project

Sr No	Particulars	Total Value
1	Fixed Capital (Total Of Nos.	
2	Working Capital	
3	Preliminary & Pre-operative expenses	
	Total	



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**14. Means Of Finance:**

Sr No	particulars	amount	remarks
1	Own Investment		
2	Term Loan		
3	Working Capital Loan		
4	Any Other Source		
	Total		



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