

## Business Templates



APPLIED SUPPORT SERVICES  
MANAGEMENT CONSULTING



## Business Templates

Templates provide you with a framework for developing and communicating your ideas. Templates make it easier to prepare proposals, manage projects and establish standard operating procedures. Purchasing templates reduces the time and cost of developing the documentation in-house.

Applied Support Services can assist you with:

- Document templates
- Templates for spreadsheets and business models

### **Business Plan Templates**

Easy to use, customised, business plan templates are available in [word](#) and [excel](#) format. The templates include outline chapter headings with guidance notes and check lists. Included are the necessary tables and spreadsheets required for each template. Our templates let you focus on developing your ideas, knowing you are following industry best practice. We provide templates for:

- Business plans
- Business strategy
- Financial projections
- Operational plans
- What if scenarios
- Writing a business case

### **Marketing Templates**

Easy to use, customised, marketing templates are available in [word](#) and [excel](#) format. The templates include outline chapter headings with guidance notes and check lists. Included are the necessary tables and spreadsheets required for each template. Our templates let you focus on developing your marketing ideas, knowing you are following industry best practice. We provide templates for:

- Marketing plans
- [Export marketing](#) plans
- Market size and valuation models
- Marketing budgets
- Marketing strategy
- Sales forecasts
- SWOT analysis



## Operations Templates

Easy to use, customised, operations and project templates are available in [word](#) and [excel](#) format. The templates include outline chapter headings with guidance notes and check lists. Included are the necessary tables and spreadsheets required for each template. Our templates let you focus on establishing greater control over your projects, knowing you are following industry best practice. We provide templates for:

- Implementation schedules
- Project budgets
- Project plans
- Project time and cost recording systems
- Research and development plan templates

## Business Grant Templates

Firms applying for government business grants are usually required to submit their proposals in a set format - as specified by the funding agency. Some agencies require grant applications to be submitted on-line. Others require applications to be submitted in pdf or other formats. The most efficient way of drafting, amending and preparing your documentation is to prepare the narrative in [word](#) format. The most efficient way of preparing budgets, financial projections and other tables required for a grant proposal is to develop them in [excel](#) format. Some of the government grant application templates we have available include:

### Research and Development Grants

- Small R&D Grant: [Application](#)
- [Technology For Business Growth \(TBG\)](#) grant
- [Student R&D](#) grants for undergraduate and postgraduate students.
- [Technology Transfer Vouchers](#).
- Technology Development Grant

### [Agricultural Grants](#)

- Sustainable Farming Fund.
- Primary Growth Partnership.

### [Energy Grants](#)

- Energy Audits.
- Fleet Audits.
- Design Audits.
- Technology Implementation Grants.



## Customised Templates

If you have a specific need Applied Support Services can prepare customised templates on your behalf. To learn more about our [word](#) templates or our [excel](#) templates go to these pages. Or [contact us](#).

## Tenders and Requests for Proposal Templates

We can assist firms applying for tenders and RFP's by preparing response templates. Applied Support Services will review the tender documents and prepare templates that align with the essential requirements, terms and conditions and information required from proposers. A full set of guidance notes are included throughout the response template. Generally the narrative is prepared as a word document and business models, forecasts and costs are prepared in excel format.

## Word and Document Templates

Easy to use, customised, business templates are available in word format. Word templates include guidance notes, questions and prompts. Our templates let you focus on developing your ideas, knowing you are following industry best practice. Applied Support Services is experienced in creating:

Business case templates  
Business forms  
Business plan templates  
Email forms  
Email templates  
Government grant templates  
Marketing plan templates  
Operating plans  
Product development plans

Project plans  
Questionnaires  
R&D plans  
R&D tax credit plans  
Standard operating procedures  
Telemarketing scripts  
Training manuals  
User manuals



## Excel Templates and Spreadsheets

Easy to use, customised, business templates are available in excel workbook and spreadsheet format. Our templates let you focus on developing your ideas, knowing you are following industry best practice. Applied Support Services can assist you with:

Bill of materials	Operational plans
Budgets	Payback models
Business plan models	Price escalation models
Competitor analysis	Process mapping
Cost benefit models	Product lifecycle analysis
Currency baskets	Product marketing strategies
Distribution costs	Project budgets
Exchange rate scenarios	Project time & cost recording systems
Export marketing budgets	R&D budgets
Export revenue projections	R&D tax credit reporting systems
Financial projections	Revenue forecasts
Gantt charts	Sales forecasts
Implementation schedules	SWOT analysis
Inflation scenarios	Tax ring fence models
Manufacturing costs	Time sheets
Market analysis	Trade area analysis
Market size & valuation models	Unit cost models
Marketing budgets	What if ? scenarios
Marketing plan models	

### Useful Links:

[Business plans](#) and business advice.  
[Marketing plans](#) and marketing advice.  
[Market research](#) and market analysis.  
[Business project management](#).  
[Research and development project services](#).  
[Export marketing plans](#) and export advice.  
[Sources of business funding](#) and support.  
[Applied Support Services home page](#).

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*This revision dated 2 November 2011.*

