

Technical Assistance Application

Business Development Center
2304 W. 29th
Pine Bluff, AR 71603



Thank you for your application for technical assistance. The Business Development Center and our partner alt.Consulting have assisted many business owners in improving their business operations. To help us process your application and begin to develop your scope of services, please complete the following application and provide the requested documents.

Contact Information

Date: ____ / ____ / ____

Name: _____

Residence address: _____
Street City State ZIP

Phone: (____) _____ - _____ Cell: (____) _____ - _____

Business name: _____

Business address: _____
Street City State ZIP

Phone: (____) _____ - _____ Fax: (____) _____ - _____

Questionnaire

Briefly explain why your business needs technical assistance. What specific objectives do you plan to accomplish? _____

Do you have access to a Microsoft-compatible computer? Yes No

How would you describe your computer skills? _____

Have you filed state and federal taxes for the last 3 years (including both business—payroll, sales, income—and personal taxes)? Yes No

If not have you filed an extension or negotiated a payment plan with the Internal Revenue Service or the Department of Finance and Administration? Yes No

Please provide the following document(s): Client Intake form.

How many hours do you spend on the following per week?

Marketing: _____ hours

Financial Management (book-keeping, invoicing, etc.): _____ hours

Human Resource Management (employees): _____ hours

Are you currently employed at another job? Yes No

What is the best time to meet for technical assistance? _____

Your rate for technical assistance is: \$_____ per hour

How did you hear about technical assistance? _____