



CLIENT APPLICATION FORM

Check all that apply:

- I have taken one or more NABC’s Transition to Value Added Business Courses?
- I have successfully completed the Washington State University’s Cultivating Success Agricultural Entrepreneur and Business Planning Course?

CLIENT INFORMATION

Client Name _____

Farm or Business

Name _____

Address _____

Phone _____ Fax _____

Email _____

PROJECT OUTLINE

Please share information if available, or leave sections blank if unknown (see sample, last page)

- Are you....
- Starting a new business?
 - Changing over your existing business?
 - Forming a new partnership?
 - Expanding your existing operation?

Expected Start Date _____ Expected End Date _____

Describe Current Business (if applicable):

Location _____

Facilities _____

Products _____

Production

Capacity _____

Livestock _____



CLIENT APPLICATION FORM

Other _____

Core Staff:

Name _____ **Title** _____

Duties _____
_____ **Hours** _____

Name _____ **Title** _____

Duties _____
_____ **Hours** _____

Name _____ **Title** _____

Duties _____

PROJECT DESCRIPTION

Does your plan include.....

- Livestock / poultry production Fruit or veg production Fruit or veg processing Meat processing
- Agricultural services Cheese/ milk processing Non-production retail/ wholesale

Other _____

Briefly describe your business concept:



CLIENT APPLICATION FORM

Business Plans, Financial Strategies, Research Completed (if any):

Project Phases

Step 1: Begin date: _____ End Date: _____

Documentation/ permits required:

1) _____

2) _____

3) _____

Services Needed: From NABC Other

Describe: _____

_____ Est. cost if known \$ _____

Other details in Step 1: _____

Step 2: Begin date: _____ End Date: _____

Documentation/ permits required:

1) _____

2) _____

3) _____

Services Needed: From NABC Other



CLIENT APPLICATION FORM

Describe: _____

_____ Est. cost if known \$ _____

Other details in Step 2: _____

Please attach and label separate sheets as needed

NABC SERVICE FULFILLMENT

Please describe NABC's role in your project during and after completion:

PROJECT COMPLETION

Please briefly describe what you hope to achieve with your project:



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CLIENT RESPONSIBILITIES

Client is solely responsible for all debts and contractual obligations between client and contractors. No guarantees are expressed or implied by NABC regarding the performance of, or results anticipated from work performed by consultants, contractors, or other professionals referred to client or hired by NABC.

NABC is responsible only for completing services for clients per individual agreements, and not for any results anticipated or arising from services rendered.

Estimates of service costs provided by agencies and businesses outside the NABC are provided in the Client Agreement strictly for client convenience and reference. NABC makes no claims to accuracy of estimates from non-NABC entities.

Client is solely responsible for meeting all grant, loan, work permit or other application deadlines, and for accuracy and completeness of all information submitted by client to any agency or financial institution. NABC is held harmless from any loss sustained by client resulting from inaccurate, missing, late or incomplete documents or information.

I have read and agreed to accept the client responsibilities as stated above:

_____	_____
Sign Name	Date
_____	_____
Print Name	Title

Farm/ Business Name _____