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:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
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

_______________________________________________________________________________________

_______________________________________________________________________________________

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