|  |  |  |
| --- | --- | --- |
| **Client Information** | **Company Name** | [Company Name] |
| **Business Owner(s)** | [Business Owners] |
| **Website URL** | [URL] |
| **Business Address or Neighborhood** | [Business Address or Neighborhood] |
| **Company Profile:** | [Company Profile] | |
| **Challenges:** | **Details on specific challenges that led the company to seek technical assistance from your organization.**  [Challenges] | |
| **Actions Taken:** | **1 paragraph detailing the specific areas addressed with technical assistance.**  [Actions Taken] | |
| **Hours of Technical Assistance (TA) support:** | **A total # of hours of technical assistance.**  [TA Hours] | |
| **Results:** | **1 paragraph on the economic impact achieved (retained business, obtained $# loan- terms, secured a location, hired # new employees, increased sales/income by % over a certain time, etc.)**  [Results] | |
| **What’s next:** | **What is the next step in your continued TA?**  [Next Steps] | |
| **Jobs:** | **Note how many jobs were created and/or saved:**  [Jobs] | |