Business Activity Summary

Describe your business, its current activities and the decision requiring support.

1. Business or venture name and contact

2. What the business does and who it serves

3. Current stage and main operating activities

4. Period or project covered by this brief

5. Records and supporting information available

6. Questions, priorities and next decision

Planning aid only. This is not a statutory form or professional tax, legal or accounting advice.

Use a summary for an initial enquiry. Share sensitive records only through agreed arrangements.