



U.S. Small Business Administration
Counseling Information Form

OMB Approval No.:3245-0324
Expiration Date:

Client Number:
DUNS or SAM Number:
Location Code:
Initials of Data Inputter:

1. Name of the Office Providing the Service
2. City/State of Office Location
1a. Type of Client: Face to Face, Online, Telephone

PART I: Client Request for Counseling

3. Client Name (Name of the person completing the form/representative of the business)
4. Email
5. Telephone (Primary, Secondary)
6. Fax
7. Street Address/PO Box (give business address if currently in business)
8. City
9. State
10. Zip +4

11. I request business counseling service from an SBA Resource Partner. I agree to cooperate should I be selected to participate in surveys designed to evaluate SBA Resource Partner services. I permit SBA or its agent the use of my name and address for SBA surveys and information mailings regarding SBA products and services (Yes No). I understand that any information disclosed will be protected to the extent permitted by law. (SBA or its agents will not provide your personal information to commercial entities.) I authorize SBA or its agents to furnish relevant information to the assigned management counselor(s). I further understand that the counselor(s) agrees not to: 1) recommend goods or services from sources in which he/she has an interest, and 2) accept fees or commissions developing from this counseling relationship. In consideration of the counselor(s) furnishing management or technical assistance, I waive all claims against SBA personnel, and that of its Resource Partners and host organizations, arising from this assistance.
Use of Information: The information in this form is to be provided by individuals and business seeking technical assistance services from an SBA Resource Partner. The information is collected to help SBA's continuing improvement of business counseling programs, to ensure effective oversight and management of entrepreneurial development programs and grants, and to meet Congressional and Executive Branch reporting requirements. The form should be submitted at the site of service to the counselor providing the service. Resource Partners will submit information to SBA according to the terms of their notice of award.

12. Preferred date & time for appointment (Date, Time)
13. Client Signature
Date:

PART II: Client Intake (to be completed by all Clients)

14. Race (mark one or more)
15. Ethnicity
16. Gender
17. Do you consider yourself a person with a disability?
Yes No

18. Military Status
No military, Reserve, or National Guard service
Veteran
Service Disabled Veteran
Member of the Reserve
Active Duty
Member of the National Guard
Spouse of Military Member

19. Referred by? (Mark all that apply)
SBA District, SBDC, Other Client, Magazine/Newspaper, Other (specify)
Lender, SCORE, Educational Institution, Word of Mouth, USEAC
Business Owner, WBC, Local Economic Development Official, Television/Radio, Boots to Business
SBA Web site, VBOC, Chamber of Commerce, Internet (please indicate website)

20a. Are you currently in business? Yes No (if no, skip to 30)
20b. If yes, are you currently exporting? Yes No
If yes to 20b, please go to Appendix A on page 3 to indicate the markets to which your company currently exports (mark all that apply).

21. Name of Business

22. Type of Business (choose primary category)
Mining, Manufacturing, Real Estate & Rental & Leasing, Professional, Scientific & Technical Services
Utilities, Finance & Insurance, Health Care & Social Assistance, Management of Companies & Enterprises
Information, Wholesale Trade, Accommodation & Food Services, Agriculture, Forestry, Fishing & Hunting
Construction, Public Administration, Arts, Entertainment & Recreation, Administrative & Support
Retail Trade, Educational Services, Transportation & Warehousing, Waste Management & Remediation Services
Other Services (except Public Administration)

23. Business Ownership - What percentage of your business is male or female owned?
% Male % Female
24. Date Business Started?(MM/YYYY)
25. Do you conduct business online? Yes No
26a. Are you a home based business? Yes No
26b. Are you 8(a) certified? Yes No

27a. Total No. of Employees (full & PT)
27b. Of total employees, how many are engaged in the exporting aspect of your business: (Full & PT)
28a. For your most recent full business year, what were your: Gross Revenues/Sales \$, +Profits/-Losses \$
28b. Amount of your Gross Revenues/Sales related to exporting \$
29. What is the legal entity of your business?
Sole Proprietorship, Corporation, LLC, S-Corporation, Partnership, Other (specify)

30. What is the nature of counseling you are seeking? (Choose primary category)
Start-up Assistance (How do I start a small business?), Business Plan, Financing/Capital (such as applying for a loan, building equity capital), Managing a Business, Human Resources/Managing Employees, Customer Relations, Business Accounting/Budget, Cash Flow Management, Tax Planning, Marketing/Sales (promotion, market research, pricing, etc.), Government Contracting (including certifications), Franchising, Buy/Sell Business, Cyber Security/Cyber Awareness, Technology/Computers, eCommerce (using the Internet to do business), Legal Issues (such as, Should I incorporate?), International Trade, Intellectual Property
Describe specific assistance requested in the space provided.

**U.S. Small Business Administration  
Counseling Information Form**

OMB Approval No.: 3245-0324  
Expiration Date: XX/XX/XXX

Client Number:  
DUNS or SAM Number:  
Location Code:  
Initials of Data Inputer:

Funding Source:

**Part III: Counselor Record**

<b>31. Client Name</b> (please use the same name from original 641 Part I) (Last, First, MI)		<b>32. Email</b>	
<b>33. Telephone</b> Primary _____ Secondary _____		<b>34. Fax</b>	
<b>35. Street Address /P.O. Box</b>		<b>36. City</b>	<b>37. State</b>
		<b>38. Zip</b>	<b>+4</b>
<b>39a. Is the client currently in business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, skip to 44) <b>39b. Is the client currently exporting?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please turn to Appendix A on page 3 to indicate the markets to which your client currently exports (mark all that apply).			<b>40. Date Business Started?</b>
<b>41a. Total No. of Employees: (Full &amp; PT)</b> _____ <b>41b. Of total employees, how many are engaged in the exporting aspect of client's business?:</b> (Full & PT) _____		<b>42a. As of the most recent full business year, what were the client's annual:</b> Gross Revenues/Sales \$ _____ +Profits/-Losses \$ _____  <b>42b. As of the most recent full business year, how much of your client's Gross Revenues/Sales were related to exporting?</b> \$ _____	
<b>43. SBA or Resource Partner Service Contributed to the Following: (Mark all that apply)</b>			
SBA Loan Amount \$ _____ Non-SBA Loan Amount \$ _____ Amount of Equity Capital Received \$ _____ No. of Government Contracts/Subcontracts _____ Annual Value of Government Contracts/Subcontracts Received \$ _____		<b>Certifications</b> <input type="checkbox"/> 8(a) <input type="checkbox"/> Hubzones <input type="checkbox"/> SDB <input type="checkbox"/> Other (specify state, local, etc) _____	
		<b>SBA Financial Assistance</b> <input type="checkbox"/> Export Express <input type="checkbox"/> Export Working Capital Loan <input type="checkbox"/> Community Advantage <input type="checkbox"/> Micro loan <input type="checkbox"/> SBIR <input type="checkbox"/> Other (SBIR, SBIC, 7(a) 504, etc) _____	
<b>44. What was the nature of the counseling you provided the client?</b> (choose primary category)			
<input type="checkbox"/> Start-up Assistance (How do I start a small business?) <input type="checkbox"/> Business Plan <input type="checkbox"/> Financing/Capital (such as, applying for a loan, building equity capital) <input type="checkbox"/> Managing a Business Please specify other counseling provided. _____		<input type="checkbox"/> Human Resources/Managing Employees <input type="checkbox"/> Customer Relations <input type="checkbox"/> Business Accounting/Budget <input type="checkbox"/> Cash Flow Management <input type="checkbox"/> Tax Planning	
		<input type="checkbox"/> Marketing/Sales (promotion, market research, pricing, etc.) <input type="checkbox"/> Government Contracting (incl. certif.) <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Franchising <input type="checkbox"/> Buy/Sell Business	
		<input type="checkbox"/> Cyber Security/Awareness <input type="checkbox"/> Technology/Computers <input type="checkbox"/> eCommerce (using the Internet to do business) <input type="checkbox"/> Legal Issues (such as, Should I incorporate?) <input type="checkbox"/> International Trade	
<b>45. Referred Client to (mark all that apply)</b>			
<input type="checkbox"/> WBC <input type="checkbox"/> VBOC <input type="checkbox"/> Dept of Agriculture <input type="checkbox"/> SCORE <input type="checkbox"/> PTAC <input type="checkbox"/> Dept of State <input type="checkbox"/> SBDC <input type="checkbox"/> DFC (OPIC) <input type="checkbox"/> Export/Import Bank		<input type="checkbox"/> SBA District Office <input type="checkbox"/> SBA Office of International Trade (OIT) <input type="checkbox"/> Dept of Commerce/Commercial Services <input type="checkbox"/> State Trade Agency <input type="checkbox"/> Other: _____	
<b>46. Type of Session</b>		<b>47. Language(s) Used</b>	
<input type="checkbox"/> Face to Face <input type="checkbox"/> Telephone <input type="checkbox"/> Online <input type="checkbox"/> Prep <input type="checkbox"/> Update		<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other (specify) _____	
		<b>48. History</b>	
		<input type="checkbox"/> New Case <input type="checkbox"/> Follow-up <input type="checkbox"/> One Time	
<b>49. Date Counseled</b> (MM/YYYY)			
<b>50. Counselor(s) Name</b> (If multiple counselors, list lead counselor first and separate each additional counselor name by a semi-colon):		<b>51. Contact Hours</b> Total contact hours that a client received	
		<b>51b. Prep Hours</b> Total amount of preparation spent by all of the counselors for a client	
<b>51c. Travel Hours</b> Total amount of time it takes to travel to a client's location for counseling			
<b>52. Did more than one Counselor participate in this counseling session?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> . If yes, how many counselors _____?			
<b>53. Counselor's Notes:</b>			

# U.S. Small Business Administration Counseling Information Form

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Expiration Date: 10/31/2017

Client Number:
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## Appendix A to Questions 20b. & 39b.

If your company is currently exporting, please indicate the countries to which your company exports. (Mark all that apply)

For information on current U.S. trade sanctions, please visit the Office of Foreign Assets Control: Sanctions Programs and Country Information, <https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

Asia	Africa	Caribbean	Europe	North America
<input type="checkbox"/> Afghanistan <input type="checkbox"/> Bahrain <input type="checkbox"/> Bangladesh <input type="checkbox"/> Belarus <input type="checkbox"/> Bhutan <input type="checkbox"/> Brunei <input type="checkbox"/> Burma <input type="checkbox"/> Cambodia <input type="checkbox"/> China <input type="checkbox"/> East Timor <input type="checkbox"/> Georgia <input type="checkbox"/> Hong Kong <input type="checkbox"/> India <input type="checkbox"/> Indonesia <input type="checkbox"/> Iraq <input type="checkbox"/> Israel <input type="checkbox"/> Japan <input type="checkbox"/> Jordan <input type="checkbox"/> Kazakhstan <input type="checkbox"/> Korea, South <input type="checkbox"/> Kuwait <input type="checkbox"/> Kyrgyzstan <input type="checkbox"/> Laos <input type="checkbox"/> Macau <input type="checkbox"/> Malaysia <input type="checkbox"/> Maldives <input type="checkbox"/> Micronesia <input type="checkbox"/> Mongolia <input type="checkbox"/> Nepal <input type="checkbox"/> Oman <input type="checkbox"/> Pakistan <input type="checkbox"/> Philippines <input type="checkbox"/> Qatar <input type="checkbox"/> Russia <input type="checkbox"/> Saudi Arabia <input type="checkbox"/> Singapore <input type="checkbox"/> Sri Lanka <input type="checkbox"/> Tajikistan <input type="checkbox"/> Taiwan <input type="checkbox"/> Thailand <input type="checkbox"/> Turkey <input type="checkbox"/> Turkmenistan <input type="checkbox"/> United Arab Emirates <input type="checkbox"/> Uzbekistan <input type="checkbox"/> Vietnam <input type="checkbox"/> Yemen	<input type="checkbox"/> Algeria <input type="checkbox"/> Angola <input type="checkbox"/> Benin <input type="checkbox"/> Botswana <input type="checkbox"/> Burkina Faso <input type="checkbox"/> Burundi <input type="checkbox"/> Cameroon <input type="checkbox"/> Cape Verde <input type="checkbox"/> Central African Republic <input type="checkbox"/> Chad <input type="checkbox"/> Comoros <input type="checkbox"/> Congo <input type="checkbox"/> Democratic Republic of Congo <input type="checkbox"/> Cote d'Ivoire <input type="checkbox"/> Djibouti <input type="checkbox"/> Egypt <input type="checkbox"/> Equatorial Guinea <input type="checkbox"/> Eritrea <input type="checkbox"/> Ethiopia <input type="checkbox"/> Gabon <input type="checkbox"/> Gambia <input type="checkbox"/> Ghana <input type="checkbox"/> Guinea <input type="checkbox"/> Guinea-Bissau <input type="checkbox"/> Kenya <input type="checkbox"/> Lesotho <input type="checkbox"/> Liberia <input type="checkbox"/> Madagascar <input type="checkbox"/> Malawi <input type="checkbox"/> Mali <input type="checkbox"/> Mauritania <input type="checkbox"/> Mauritius <input type="checkbox"/> Morocco <input type="checkbox"/> Mozambique <input type="checkbox"/> Namibia <input type="checkbox"/> Niger <input type="checkbox"/> Nigeria <input type="checkbox"/> Rwanda <input type="checkbox"/> Sao Tome and Principe <input type="checkbox"/> Senegal <input type="checkbox"/> Seychelles <input type="checkbox"/> Sierra Leone <input type="checkbox"/> South Africa <input type="checkbox"/> South Sudan <input type="checkbox"/> Swaziland <input type="checkbox"/> Tanzania <input type="checkbox"/> Togo <input type="checkbox"/> Tunisia <input type="checkbox"/> Uganda <input type="checkbox"/> Zambia <input type="checkbox"/> Zimbabwe	<input type="checkbox"/> Anguilla <input type="checkbox"/> Antigua & Barbuda <input type="checkbox"/> Aruba <input type="checkbox"/> Bahamas <input type="checkbox"/> Barbados <input type="checkbox"/> Virgin Islands (British) <input type="checkbox"/> Cayman Islands <input type="checkbox"/> Dominica <input type="checkbox"/> Dominican Republic <input type="checkbox"/> Grenada <input type="checkbox"/> Haiti <input type="checkbox"/> Jamaica <input type="checkbox"/> Montserrat <input type="checkbox"/> Netherlands Antilles <input type="checkbox"/> St. Kitts and Nevis <input type="checkbox"/> St. Lucia <input type="checkbox"/> St. Vincent and Grenadines <input type="checkbox"/> Trinidad and Tobago	<input type="checkbox"/> Austria <input type="checkbox"/> Azerbaijan <input type="checkbox"/> Albania <input type="checkbox"/> Armenia <input type="checkbox"/> Belgium <input type="checkbox"/> Bosnia-Herzegovina <input type="checkbox"/> Bulgaria <input type="checkbox"/> Croatia <input type="checkbox"/> Cyprus <input type="checkbox"/> Czech Republic <input type="checkbox"/> Denmark <input type="checkbox"/> Estonia <input type="checkbox"/> Finland <input type="checkbox"/> France <input type="checkbox"/> Germany <input type="checkbox"/> Greece <input type="checkbox"/> Hungary <input type="checkbox"/> Iceland <input type="checkbox"/> Ireland <input type="checkbox"/> Italy <input type="checkbox"/> Latvia <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Lithuania <input type="checkbox"/> Luxembourg <input type="checkbox"/> Macedonia <input type="checkbox"/> Malta <input type="checkbox"/> Moldova <input type="checkbox"/> Monaco <input type="checkbox"/> Montenegro <input type="checkbox"/> Netherlands <input type="checkbox"/> Norway <input type="checkbox"/> Poland <input type="checkbox"/> Portugal <input type="checkbox"/> Romania <input type="checkbox"/> Serbia <input type="checkbox"/> Slovak Republic <input type="checkbox"/> Slovenia <input type="checkbox"/> Spain <input type="checkbox"/> Sweden <input type="checkbox"/> Switzerland <input type="checkbox"/> Turkey <input type="checkbox"/> Ukraine <input type="checkbox"/> United Kingdom <input type="checkbox"/> Vatican City	<input type="checkbox"/> Bermuda <input type="checkbox"/> Mexico <input type="checkbox"/> Canada
		<b>Central America</b>		<b>South America</b>
		<input type="checkbox"/> Belize <input type="checkbox"/> Costa Rica <input type="checkbox"/> El Salvador <input type="checkbox"/> Guatemala <input type="checkbox"/> Honduras <input type="checkbox"/> Nicaragua <input type="checkbox"/> Panama		<input type="checkbox"/> Argentina <input type="checkbox"/> Bolivia <input type="checkbox"/> Brazil <input type="checkbox"/> Chile <input type="checkbox"/> Colombia <input type="checkbox"/> Ecuador <input type="checkbox"/> Guyana <input type="checkbox"/> Paraguay <input type="checkbox"/> Peru <input type="checkbox"/> Suriname <input type="checkbox"/> Uruguay <input type="checkbox"/> Venezuela
				<b>Oceania</b>
				<input type="checkbox"/> Australia <input type="checkbox"/> New Zealand <input type="checkbox"/> Cook Islands <input type="checkbox"/> Fiji <input type="checkbox"/> Kiribati <input type="checkbox"/> Marshall Islands <input type="checkbox"/> Nauru <input type="checkbox"/> Palau <input type="checkbox"/> Papua New Guinea <input type="checkbox"/> Samoa <input type="checkbox"/> Solomon Islands <input type="checkbox"/> Tonga <input type="checkbox"/> Tuvalu <input type="checkbox"/> Vanuatu
				<b>Other</b>
				<input type="checkbox"/> Subcontractor for Exporter  <input type="checkbox"/> Other <hr style="width: 100%;"/>

Please note: The estimated burden for completing this form is 6 to 8 minutes. You are not required to respond to any collection information unless it displays a currently valid OMB approval number. Comments on the burden should be sent to: U.S. Small Business Administration, Attn: Director, Records Management Division, 409 3<sup>rd</sup> Street, SW, Washington, DC 20416, and to: Desk Officer SBA, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C., 20503. OMB Approval (3245-0324). PLEASE DO NOT SEND FORMS TO OMB.