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| --- | --- | --- |
| **Client Information** | **Company Name** |  |
| **Business Owner(s)** |  |
| **Phone** |  |
| **Email** |  |
| **Website URL** |  |
| **Business Address, Neighborhood, District** |  |
| **Company Profile:** |  | |
| **Challenges:** | Details on specific challenges that led the business owner to seek technical assistance from your organization. | |
| **Actions Taken:** | 1 paragraph detailing the specific areas addressed with technical assistance. | |
| **Hours of TA support:** | A total of # hours of technical assistance. | |
| **Results:** |  | |
| **What’s next:** | What is the next step in your continued TA? | |
| **Client Quote** | “…..” | |
| **Client Picture:** | Please attach a **high-resolution** image along with this template. | |
| **Jobs:** | Note how many jobs were created and/or saved: | |
| **Other City Programs:** | Did the owner participate in other City-funded business support programs including support from a local nonprofit? | |
| **Other comments** |  | |