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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** |  |