

Vehicle/Vessel Licensing Subagent Business Proposal Outline

(must include, but is not limited to the following)

1. Experience
 - A. Vehicle and vessel licensing
 - B. Business
 - C. Management or supervisory
 - D. Fiscal
 - E. Employment

2. Facility (proposed location)
 - A. Physical location
 - B. Name of business and mailing address
 - C. Square footage of complex
 - D. Square footage of public area
 - E. Square footage to be dedicated to licensing
 - F. Number of parking spaces
 - G. Number of disabled parking spaces
 - H. Compliance with the Americans With Disabilities Act
 - I. Signage
 - J. Drop box
 - K. Phone/fax lines
 - L. Internet or high speed internet access

3. Hours and staffing
 - A. Hours open to provide licensing services
 - B. Staffing levels

4. Services
 - A. If not exclusively a licensing business, describe the type of business and services you offer.
 - B. Explain if there would be other employees and or hours of business that you would be open to serve the public in other than licensing services.

5. Cash flow statement
 - A. Anticipated revenue from licensing services
 - B. Anticipated expenses – i.e. rent, utilities, office supplies, advertising, equipment, phones

6. Insurance
 - A. Bonding agent
 - B. Insurance

7. Civic involvement and personal achievements

Please submit your business plan and any other information you may deem pertinent to the Clallam County Auditor, 223 E. 4th St., Port Angeles, WA 98362 or by email to prosand@co.clallam.wa.us no later than August 14, 2009. If you have any questions please call Patty Rosand 360-417-2222 or send email to the above address.