

SAMPLE OUTLINE

Capability Statement

LOGO

-BUSINESS ADDRESS-
STREET/PO BOX
CITY, STATE - ZIP

Contact Person: NAME

Tel: 410.###.####

FAX: 410.###.####

Email:

xxxxx@xxxxxxxx.com

www. – WEBSITE - . com

NAICS:

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Cage Code:

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D&B:

#####

Certifications:

**LIST ALL
GOVERNMENT AND
ASSOCIATION
CERTIFICATIONS**

SUMMARY

Capability Statement should be no more than 2 pages – remember, keep it simple, but tell the reader what makes you special and why they should choose to do business with you. This can be used as a stand-alone document to market your business, or attached to any pertinent literature you may already have, which will complete the story you want to tell about your business. This along with a simple cover letter can introduce your company to any government agency or large business.

BUSINESS SUMMARY:

The Summary should a paragraph that tells your reader who you are and what you do. If you wish, the paragraph can include a brief history of the business.

CAPABILITIES

Areas of expertise – types of work you can do for your client. Use short sentences or bullet statements. This should not be a long narrative about your capabilities or areas of expertise.

FACILITIES AND EQUIPMENT:

List all facilities, equipment and resources used to manufacture the products or provide the service(s). Include unique qualifications, techniques and approaches used to perform work, including any state-of-the-art equipment or capabilities that are part of your business.

EXPERTISE:

A brief summary of your expertise, as well as that of your key personnel/staff, highlighting their education and technical experience as it relates to your business.

CUSTOMERS:

Provide a list of at least three or four of your key customers, past or present. Company names are sufficient.

LIST CONTACTS