

Greetings,

On behalf of the Ozark Chamber of Commerce and Carl G. Hefner Enterprise Center we appreciate your interest in our business incubator. We are positioned to offer assistance with office or work space as well as multiples avenues of support, resources and mentoring for your business venture.

The Carl G. Hefner Enterprise Center is managed and operated by the Ozark Chamber of Commerce. You will be supported by a great staff and, of course, the Carl G. Hefner Board of Directors in addition to the Ozark Chamber Board of Directors.

This packet of information will guide you through becoming a part of the Enterprise Center. We are committed to making this journey with you by investing our time and resources in you and your business.

So, let's begin.....

Step one. Complete and submit the **Business Incubator Application for Admittance** with the authorization for a credit and/or background check and your \$35.00 application fee for review by our panel.

Step two. Interview with our panel and determine whether the programs and services we offer will help you develop your enterprise to its greatest potential.

Step three. Upon acceptance by the Enterprise Center, occupancy can be established after a lease, and applicable agreements have been signed. A one-time fee of \$530.00 is expected at the time your lease is signed (payments can be arranged upon request). The fee includes: security deposit, key card access, signage inside the Enterprise Center, and setup of phone/internet. Collaboration may then begin for the services and assistance you may need from the Enterprise Center.

We look forward to working with you to build a successful enterprise. And of course, we welcome your ideas and suggestions to enhance these services.

Your success is our success!

Sincerely,



Andrea Sitzes, Executive Director
The Ozark Chamber of Commerce
Carl G. Hefner Enterprise Center

Benefits and Services

The advantages of locating your business with us include lower operating costs, synergy that comes from working with other entrepreneurs, as well as regularly scheduled workshops and seminars. This environment provides an excellent opportunity for exchanging ideas and solutions to help solve your business challenges.

Additional features available to our tenants include:

- Access to conference rooms*
- Break room with amenities
- Business phone landline
- Business workshops/
seminars/resources/counseling
- Collaboration/networking/idea sharing
- High-speed internet access
- Information and support
- Mailing address and delivery
- Mentorships
- Printer/fax/copier/scanner access*
- Reception services
- Security
- Utilities & CAM provided
- 24/7 access to building

Typical assistance offered to our tenants include:

- Business Counseling
- Business plans
- Advertising/marketing plans
- Cash flow projections
- Accounting systems
- Location studies
- Loan proposals
- Financial analysis/projections
- Cost analysis
- Business research
- Capital development
- Competition in the marketplace
- Inventory control
- Suppliers

*Fees may apply