CAPABILITY STATEMENT

COMPANY NAME:

ADDRESS:

CONTACT NAME:

PHONE:

EMAIL:

NAICS:

D&B #:

CAGE CODE:

CERTIFICATIONS:

BUSINESS SUMMARY:

< Include 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:

< Include areas of expertise and the type of work you can do for your client. Use short sentences or bulleted statements. This should NOT be a long narrative. >

FACILITIES & EQUIPMENT:

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

EXPERTISE:

< Include a BRIEF summary of your expertise, as well as that of your key personnel/staff, highlighting education and technical experience as it relates to your business. >

CUSTOMERS:

< Provide a list of at least THREE of your KEY customers, past or present. Company names are sufficient. >

SUMMARY:

< Keep it simple. Describe what makes your company special and why they should choose to do business with you. This document should be no longer than two pages and can be used as a standalone document to market your business or attached to pertinent literature you may already have. This, along with a simple cover letter, will introduce your company to any governmental agency or large business. >