

# Checklist

To create an expert opinion (certificate of commercial viability) following documents are required:

**Business plan** (= corporate concept)

The business plan must not perish in proverbial narratives, without specific reference to the own company. Additionally, the plain enumeration of the corporate concept has to be avoided. Further information concerning the business plan will be found [here](#).

**Financial and liquidity plan**

To create the financial and liquidity plan we recommend to use the [IFB-template](#). Our template is adjusted to liberal professions and meets the requirements of the employment agency. To understand the financial and liquidity plan, the figures should be explained in the written part of the business plan. This especially applies with regard to planned revenues and investments.

**Curriculum vitae**

**Certificates and references** (project-related)

**Forms of employment agency** (via e-mail is sufficient)

- expert opinion on the sustainability of the planned start-up
- request of the expert opinion on the sustainability of the planned start-up

**Please note:** The status of liberal profession will not be audited.

**Service fee:** 95,00 EUR

**Processing time:** approx. 14 working days (starting with the dispatch of the confirmation of receipt by the IFB)

If any changes should be required and/or the documentation is incomplete, the processing time will be extended accordingly. Please consider this in your scheduling. As soon as the order is completed, you will receive the expert opinion and the invoice by mail. It is not possible to send the documents directly to the employment agency.

**Contact:** Please send your complete documents

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