

Add Red

Print, Copy, Fax and more!

Business Proposal for Add Red Print, Copy, Fax and more!
Proposed location at 70 N. Main St.,
Brockport, N.Y. 14420

Add Red Print, Copy, Fax and more! is a business with a description in its name. Set up as a sole proprietorship, I will be conducting business in the market of printing, copying, faxing, as well as scanning, emailing, large format printing, laminating, binding, and graphic design. For products that I can not produce in store there are also a large range of items I can have custom ordered for my customers. In the near future I intend on offering notary services and depending on restrictions possibly shipping and packaging. My experience at The UPS Store for over ten years has given me extensive knowledge in these fields. More importantly, I have developed a customer base who wish for me to continue the services I offered that they cannot seem to have replaced.

Hours of operation would be from:

9:00 a.m until 6:00 p.m. from Monday to Friday.

9:00 a.m. until 1:00 p.m. on Saturday.

Closed for: Federal Holidays - New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

I intend on not having any employees. If the amount of work becomes overwhelming it may be something I consider in the future.

As far as garbage and waste generation, I will be recycling paper and cardboard and generating minimal trash (Less than 1 bag a week). There is trash, recycling, and a cardboard bin for use that is provided by landlord.

Customers should be coming in sporadically and a minimal increase in traffic should be seen for the plaza. I expect only a few a day to start, but as time goes on I expect twenty a day would be high. Some of my services can be done over internet or phone, and some orders are shipped directly to customers. There is plenty of parking in the lot during the day. The lot sees more traffic at dinner time from the restaurant that should not affect my parking because that is when I will be closing. I do expect deliveries from all major shipping carriers, but this should not add an increase in traffic as they all stop here almost daily now.

I have a Certificate of Authority from New York State Department of Taxation and Finance. I also have a DBA for Add Red Print, Copy, Fax and more! under my name.

I have no reason to believe that my business would cause any issue with potential drainage, flooding, or erosion concerns.

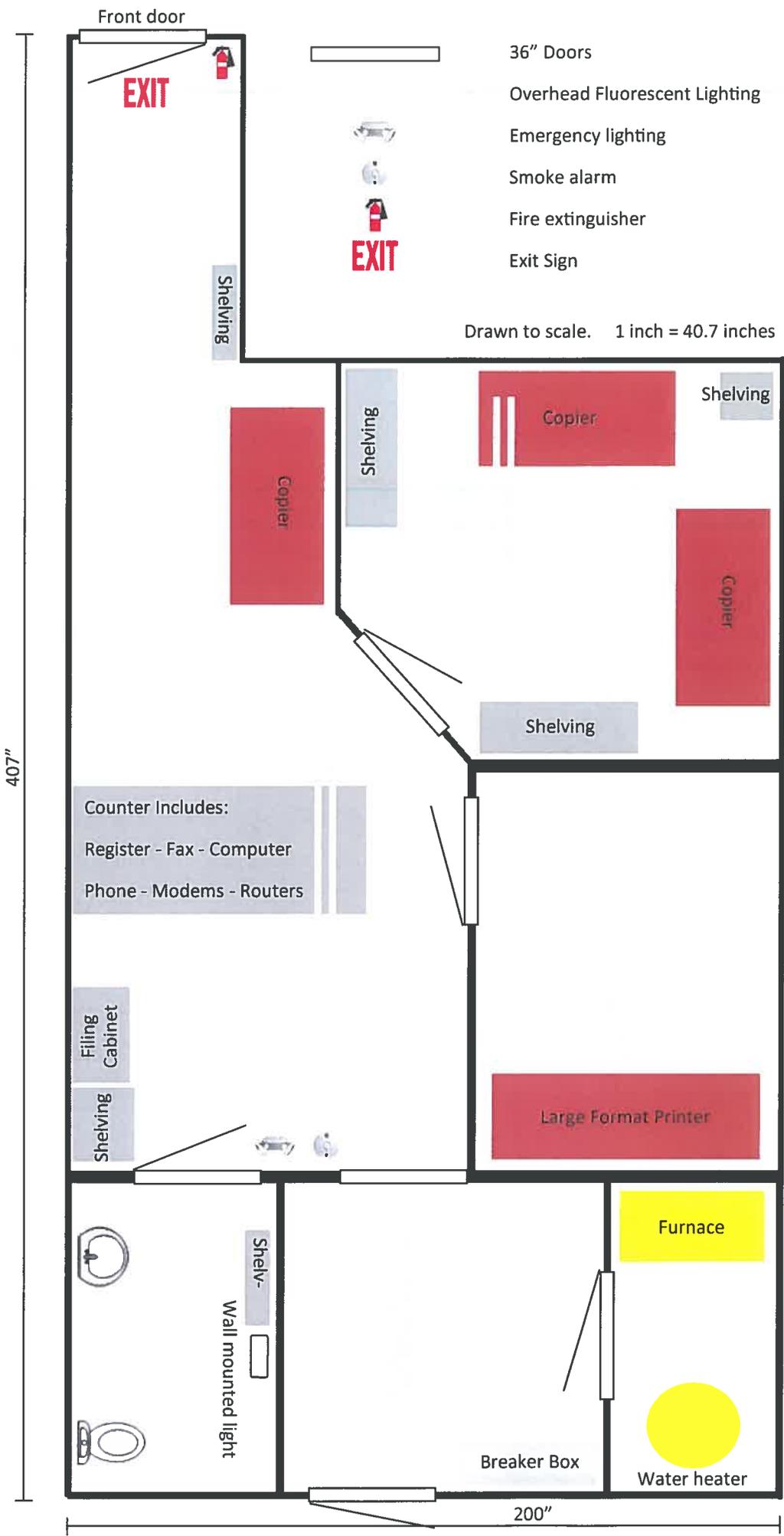
The parking lot seems to be well lit at night. All exterior lighting is maintained by the landlord. There is a light above the front exterior door. In the corridor leading to my front door there is an overhead light as well.

The landscaping is maintained by the landlord. I do not have responsibility for snow removal or any other exterior maintenance.

In case of fire, I have a clearly marked front door exit, emergency lighting, and fire extinguisher. I also have a tested smoke alarm in main room. The back door can be used as an exit.



Satellite view of proposed business, taken from Google Maps
Location highlighted in yellow circle
Illustrates available parking as well as a handicap parking spot





Outside front door is shared with existing business, PNP Computers. Spot for signs above door. Light above that. Handicap parking available on right. Leads into a corridor with three doors. Front door pictured at right. Front door has room for decal with logo to mark which door leads into business. Both signs to be Add Red Logo with white background printed on hi-tack vinyl adhesive.

Proposed Sign for above door:

Dimensions: 18" height x 24" width

Proposed Sign for front door:

Dimensions: 22.5" height x 30"

(Hours to be on this sign as well)





Representation of Planned Signs

Add Red
Print, Copy, Fax and more!

Hours: **Mon.-Fri.** **9:00 a.m. - 6:00 p.m.**
 Sat. **9:00 a.m. - 1:00 p.m.**

Phone: **585-391-3801**

Fax: **585-391-3756**



Rear Door - Landscaping responsibility lies with the landlord.



Garbage Dumpster, cardboard bin, and recycling bins provided by landlord.
Picture on right is the enclosed fence they are in.