

# What to expect from your appointment with the Florida SBDC Network



## What you can expect from your SBDC consultant

- To be treated with respect – for your time by being on time and being prepared
- To be treated professionally – beginning with listening and including offering suggestions and information
- To keep all information confidential
- Never to engage in any behavior that could be perceived as a conflict of interest
- To follow-up as offered and/or requested

## What your SBDC consultant expects from you, the client

- To complete the Request for Consulting form
- To be treated with respect – for their time by being on time, being prepared and cancelling any appointment you cannot keep at least 24 hours in advance
- To complete any assignments prior to the next appointment
- To understand that the consultant provides information and advice and can walk you through how to complete a number of tasks, i.e., writing a business plan, forming an LLC, understanding financials, bidding on a government contract, etc. The consultant cannot write the business plan, form the LLC, prepare financials, write the bid, etc.
- After the initial appointment, complete the initial session survey
- Report any impact achieved with SBDC assistance i.e., capital, government contracts, new business starts, jobs growth, etc. on the annual survey and/or on the verification and attribution form
- Provide feedback on the annual survey and report on new impacts achieved throughout the year

Learn more & get consulting  [FloridaSBDC.org](https://FloridaSBDC.org)



State Designated as Florida's Principal Provider of Business Assistance [288.001, Fla. Stat.]

The Florida SBDC Network is a statewide partnership program nationally accredited by the Association of America's SBDCs and funded in part by the U.S. Small Business Administration, Department of War, State of Florida, and other private and public partners, with the University of West Florida serving as the network's headquarters. Full funding disclosure available at [www.floridasbdc.org/funding-disclosures/](https://www.floridasbdc.org/funding-disclosures/). Florida SBDC services are extended to the public on a nondiscriminatory basis. Language assistance services are available for individuals with limited English proficiency.