REQUIRED INFORMATION FOR PROPOSED BUSINESS PLAN
-SETTING UP A NEW RECHARGE CENTER

Include the following components in the Business Plan:

1. Description of the services that will be provided, and the estimated annual expenses and revenue
2. Description of the customer base: Northwestern users, external customers, etc. If providing services to external customers, describe the external customers.
3. Projected annual expense and revenue
4. If there is a deficit at the year end, what unit(s) will cover it? What chartstring(s) will be used to cover the deficit?
5. Administration of the recharge monthly billing/management (roles and responsibilities)
   - Director or Manager of the recharge center
   - Contact person (responsible for financial administration)
   - Other personnel and assignments (if any)
6. Where is the facility located?
7. Complete the recharge rate worksheet with the Office of Cost Studies. For worksheets/recharge introduction, please see: http://www.northwestern.edu/coststudies/recharge.html

#7 will help to answer #1 to #3.

**Contact:**
Office of Cost Studies: http://www.northwestern.edu/coststudies/staff.html

**Process Flow for Setting up a New Recharge Center:**