



## PROJECT PROFILE ON PHOTOCOPYING & SPIRAL BINDING

Category : Service

Total Cost of Project : Rs. 2,07,000/-  
BEP : 42 %

### I. INTRODUCTION OF BUSINESS IDEA :

Photocopying and spiral binding services are needed for all as this is an effective way of communication. With the introduction of computers in all fields, speedy and accurate communication has been possible. In order to give the reports in hard copy form spiral binding along with photocopying becomes essential.

### II. SERVICE AND ITS APPLICATIONS :

The unit proposes to provide photocopying and spiral binding services. This service may be utilized by students for their project works/thesis and by others to submit proposals. Photocopying service is commonly used by many for record keeping and other purposes. The unit thus provides secretarial assistance.

### III. MARKET POTENTIAL:

Photocopying service has good potential in places where there are Govt. offices and floating population is there. The spiral binding is required when reports or project proposals are required to be submitted. Hence, the unit near educational institute will have good potential. With prior survey, a potential location has to be selected.

### IV. CAPACITY-REVENUE & SALES @ (1<sup>ST</sup> YEAR)

Sl. No.	Service	Qty.	Rate (Rs)	Sales Amount
01.	Photocopying	2,50,000	1	2,50,000
02	Spiral binding	10,000	30	3,00,000
	<b>Total</b>			<b>5,50,000</b>

### V. SERVICE METHODOLOGY AND QUALITY :

The service is provided as per the customers' requirement. The photocopying and spiral binding is carried out regularly. In case, tie up with some institutes is made, accordingly, a regular visit to them is made to get the orders.



**VI. COST OF PROJECT AND MEANS OF FINANCE, INCLUDING WORKING CAPITAL REQUIREMENTS :**

**A. COST OF PROJECT :**

Sl. No	Particulars	Amount (Rs).
1	Equipments	1,50,000
2	Other fixed assets	10,000
3	Preliminary and preoperative expenses	10,000
4	Deposits	15,000
5	Working Capital Requirements	22,000
	<b>Total</b>	<b>2,07,000</b>

**B. MEANS OF FINANCE:**

Sl. No	Particulars	Amount (Rs).
1	Loan @ 75%	1,54,000
2	Equity	53,000
	<b>Total</b>	<b>2,07,000</b>

**C. WORKING CAPITAL REQUIREMENT:**

Sl. No.	Particulars	Basis	Period	Amount (Rs.)
1	Raw material	1,39,000/12 x 1	1m	12,000
2	Working expenses	-	1 m	10,000
	<b>Total</b>			<b>22,000</b>

**VII. MAIN INPUTS REQUIREMENT :**

**A. EQUIPMENTS :**

Sl. No.	Particulars	No.	Rate	Total Cost
01.	Photocopier	1	1,20,000	1,20,000
02.	Spiral binding machine	1	20,000	20,000
03	Tools and accessories			10,000
	<b>Total</b>			<b>1,50,000</b>

**B. RAW-MATERIALS/CONSUMABLES : (PER ANNUM)**

S. No.	Particulars	Qty	Rate	Total Cost (Rs.)
1	Xerox paper	500 reams	180	90,000
2	Spiral (different sizes)	2,000 m	20	40,000
3	Toner	15	600	9,000
	<b>Total</b>			<b>1,39,000</b>



**C. UTILITIES : (PER ANNUM)**

Sl. No.	Particulars	Monthly Requirement	Annual Charges. (Rs.)
1	Electricity	4,000	48,000
	<b>Total</b>		<b>48,000</b>

**D. MAN-POWER REQUIREMENT :**

Sl. No.	Workers	No.	Monthly Salary (Rs.)	Annual Salary (Rs.)
01	Skill worker	1	6,000	72,000
02	Helper	1	4,000	48,000
	<b>Total</b>			<b>1,20,000</b>

**E. MAIN INFRASTRUCTURE REQUIREMENT :**

Building	300 sft built up area is required.
Power	1 KVA power connection is required .
Water	Water is required for general purpose.

**VIII. PROFITABILITY PROJECTION (ANNUAL) :**

Particulars	Basis	Amount (Rs.)
<b>Sales / income (Projected)</b>	Ref : IV	<b>5,50,000</b>
Raw Materials/Consumables	Ref : VII B	1,39,000
Man power expenses	Ref : VII D	1,20,000
Utilities	Ref : VII C	48,000
Interest	@ 12%	18,000
Depreciation	15% SLM	23,000
Overheads	Maintenance, repair etc.	60,000
<b>Total Expenses</b>		<b>4,08,000</b>
<b>Profit</b>		<b>1,42,000</b>

**IX. FINANCIAL INDICATOR :**

Break Even Point FC ----- x 100 SR-VC	1,01,000 ----- x 100 2,43,000	42%
Payback period COP ----- Profit + Deprn.	2,07,000 ----- 1,65,000	1 Year 3 Months

**ADDRESSES :**

**X. SUPPLIERS OF MACHINERY / EQUIPMENTS :**

**CEDOK, DHARWAD.**