Chapter 7

**Activity 7-4** **Layout**

**Directions:** Create a layout for your selected physical site. Remember, you will have different considerations whether you operate a retail, manufacturing, service, or warehouse business. Even if you only have an e-business, an office space is still needed.

1. Based on the physical square footage of the building, create a layout for your business. Refer to the various floor plans in the text. Include the fixtures, electrical outlets, water, etc. needed for the business. Use separate pages to create the layout or use software to complete your drawing. The layout will be in the Appendices of the business plan.
2. Determine the cost of the equipment and other items you need for doing business. You estimated rent and other expenses in another activity. So, focus on the additional items you need in the facility for doing business. The following is a list to help you start.
3. List each piece of equipment and the appliances you will need. Record the costs.

<<Place Answer Here>>

1. List each piece of furniture you will need for the space. Record the costs.

 <<Place Answer Here>>

1. List each fixture you will need. Record the costs.

 <<Place Answer Here>>

1. List any additional special items needed for your business type and record the costs.

<<Place Answer Here>>

1. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document *FirstnameLastname*\_Activity7-4.docx (i.e., JohnSmith\_Activity7-4.docx).