



**FUNDAMENTALS OF ENTREPRENEURSHIP (ENT300)
BUSINESS PLAN**



HAIRSPON SALON

PREPARED BY

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POLICY STUDIES
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SUBMISSION DATE
21 MAY 2019

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LETTER OF SUBMISSION

Hairspo Salon,
Diploma in Public Administration,
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Madam Siti Mardinah binti Abdul Hamid
Universiti Teknologi MARA Sarawak,
Campus 2 Kota Samarahan,
Jalan Meranek 94300,
Kota Samarahan.

Dear Madam Siti,

Submission of the Business Plan

As mentioned above, our business has completed our project successfully on time and our business plan has been done following the prepared guidelines that have been given by madam.

2. We would like to thank your generosity during our time preparing this business plan as madam has guided us, giving a clear instructions until we can finish our assignment.
3. Hopefully in future, we can use the knowledge that we had gained throughout this semester about entrepreneurship and helped us discover new things as this business plan covers all aspects like administration, marketing, financial and operational in a company.
4. Therefore, we hope that this report will create a good output and evaluation and it will satisfy madam's judgement. Your sincerest and honest consideration would be much appreciated.

Yours sincerely,
Floria Saran Panai
General Manager and Admin Manager,
Hairspo Salon.

EXECUTIVE SUMMARY

Hairspo Salon is our company's name which provide a service of styling, cutting and making hair looks good. Our salon shop offered a comfortable place to get an haircut and with an affordable price. Our company welcome everyone from kids to teenager or student, working adults and elders.

Our business is in the form of partnership, which consists of 4 members. Our business will fully operated on 1st of June 2019. Our business is located at Kota Samarahan. As we mentioned earlier, our partners are entitled to take part in the business management. We agreed to appoint each of the partners as stated below:

NAME	DESIGNATION
Floria Saran Panai	General and Admin Manager
Yolanda Langub	Financial Manager
Tasha Jenkins Likan Anak Siti	Operational Manager
Laura Ramae Anak Wilson Nuga	Marketing Manager

Basically, the administration manager will be in charge of the office coverage, preparing all necessary office supplies by identifying any needs involving the salon, improves our product and service quality by upgrading according to our customer's demand and feedback. The marketing will help to encourage and increase sales by providing interesting marketing plan to attract customer to come to our premise and apply for our service.

Other than that, the operational manager is going to ensure that the day to day activities in Hairspo salon going well and making sure that everything and the services everyday are smooth. The finance manager will be in charge with the development or the financial management mechanisms that minimize financial risk, provide and interpret the financial information of our salon business.

1.1 INTRODUCTION

NAME OF BUSINESS

Our company's name is "Hairspo Salon". Hairspo stands for hair inspiration. We chose this term because we want to tailor the hair style of our customer according to their wants and their own inspiration. We also stand for our motto which is "good hair days". It means that we want our customer to feel that we will provide an excellent service that resulted to a good hair days for them.

NATURE OF BUSINESS

Our company is running a hair salon business which is service oriented business. We provide a hairstylist that is experienced or had enough training to satisfy our customer needs. Our salon provide the affordable price that is cheaper. We ensure that all facilities and equipment that we use are in a good condition and our clients are pleased with our service. By applying for our services, we ensure that customers are happy to attend any event or occasion without worrying about their hairstyles anymore.

LOCATION OF BUSINESS

Hairspo Salon is located in Desa Ilmu, Samarahan. We chose this place because it is a strategic place as it is near to a mall, bank and other famous places to go. Besides, this area is the location universities and schools. This place are known for a lot of different people coming here from students, working adults, parents and elders. For us, it is strategic.

DATE OF COMMENCEMENT

We choose 1st January 2019 because it is perfect day for a new business as it is on a festive season. Besides, we know that a lot of people would want our service especially if they wanted to look their best during New Year and other occasions. We would also provide a promotion during our first and second week to attract a lot of customer.

FACTORS IN SELECTING THE PURPOSED BUSINESS

We want to start this business because based on our observation, there are demand in this market. This is because salon at Desa Ilmu are far from each other