

## YOUR COMPANY NAME

### Key information

- **Office**  
123 A Street  
Spokane, WA  
99201
- **Contact**  
**Name, title** John Black  
**Office phone:** 360-555-1212  
**Cell phone:** 360-555-1313  
**Fax:** 360-555-2121  
**Email:**  
myemail@email-provider. com
- **Website**  
www.mywebsite.com
- **Washington State UBI**  
000 000 000
- **DUNS Number**  
123456
- **CAGE Number**  
123456
- **NAICS Codes**  
**Code#:** Area of specialty,  
example: Graphics  
**541430:** Graphic Design
- **All Certifications (if applicable)**  
Woman-Owned Business  
Enterprise (WBE):  
#W2000000000
- **HUB ZONE (if applicable)**  
Info
- **GSA Schedule, Federal, State  
Contracts (if applicable)**  
Numbers, agency
- **Government credit cards  
accepted (if applicable)**  
VISA  
MasterCard

# Your Logo Goes Here

## Capabilities Statement

### Summary of Services

Brief (2-3 sentences) introduction of exactly what you do, your specialties, and if you're a "sole proprietor," a brief statement about you. If you have employees, add how many employees you have, any specialties example: three master mechanics, two apprentices, etc.

### Capabilities or Core Competencies

- Stress the capabilities that this agency will want (Example: printing, engraving, and graphic design).
- When printing copies: Use a "card" stock or index paper, not regular ink jet or laser paper.
- Should be no more than one page (Do not staple & remember to print on both sides.
- Tailor each Capability Statement to each opportunity (make a template and adjust it to fit each solicitation).
- Use bullet points!
- Save your document for example, in Word, but before distributing it electronically, convert it to a PDF.
- Name your original Capability Statement, so the next time you need to update it, you will be prompted for a new document name. This way you can keep each document separate with the opportunity name, and date you sent on it.

### Areas of Expertise (List the things that make you different)

- Sub-specialties
- Experience with federal, state, local government contracts
- One-stop expertise for these services
- Ability to network and bring in specialists
- Location ... to name a few

### Recommendations and Quotes from Clients

"Use two or three really strong quotes. Get their permission." —*Name of person, Title, Company, contact info.*

*USE PHOTOS OF YOUR FACILITY OR COMPLETED JOBS*

Business name, your name, phone # & email address

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## Capabilities Statement Continued

### Past Performance

List the projects by relevance to this opportunity. If the project is not relevant, don't list it. Organize your list, prioritizing government contacts (by agency), then commercial, then private clients. If you have room, give project reference (name, title, email, and phone).

- Give project name, agency

### Awards, Recognition, Professional Organizations

- You might want to break this into two or three categories: one for awards and recognition; another for Professional Organization. If you only have a few, group them together.

### Recommendations/Testimonials

- [use quotes—be sure to get permission to use names and company name]

### Past Performance

- [past contracts or projects]  
*Images if appropriate*

This is the back side, second page of the Capabilities Statement. Only use this if you need it!

Business name, your name, phone # & email address