**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=12049&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Business+Capability+Statement-word-12049&lpa=Blank+Business+Capability+Statement+word+12049)BUSINESS CAPABILITY   
STATEMENT TEMPLATE**

**COMPANY SNAPSHOT**

COMPANY NAME:  
Name

YEAR ESTABLISHED:  
20XX

LOCATION:

Address, City, State ZIP

PERSON OF CONTACT:

Name, Title, Email, Phone

ADDITIONAL OPERATIONS:

List additional locations

TAX ID NO.  
0000

LICENSE NO.  
0000

PERTINENT CODES, LICENSES, AND CERTIFICATIONS

1. Content
2. Content

KEY CLIENTS

1. Client
2. Client
3. Client

COMPANY NAME

The introductory paragraph should describe the business and its mission, values, and vision.

**COMPANY LOGO**

COMPANY NAME

CORE COMPETENCIES

|  |
| --- |
| List your company’s services and offerings. |

DIFFERENTIATORS

|  |
| --- |
| What makes your company different than the competition? Describe the standout features of your company. |

PAST PERFORMANCE

|  |
| --- |
| Include relevant information regarding the company’s recent past performance. |

**COMPANY LOGO**

|  |
| --- |
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