



July 5, 1988

Cobourg Public Library  
ATTN: Mrs. Valerie Scott  
18 Chapel St.  
Cobourg, Ont  
K9A 1H9

Dear Mrs. Scott:

Thank you for responding to our questionnaire and for requesting information on Northumberland Business Development Assistance Corp. Our primary purpose is to act as a catalyst in the business community and assist in creating jobs in new and growing ventures and stabilizing jobs in those businesses that are experiencing difficulties.

There are many avenues that we utilize to pursue these objectives, a few of which are listed below.

1. We advise would be entrepreneurs on how to get into business, the type of information they need, how to get it, and the rudiments of structuring a business plan and how and where to apply for funding.
2. We act as consultants to existing businesses in the areas of market research, sales and marketing, financial management, company structure and or capital requirements.
3. We act as a lender of last resort through advancing funds directly, blending our funding with that of the traditional lenders, or taking short term equity positions.
4. We offer bookkeeping and general office support services on a fee for service basis.

Our aim is to build businesses within the community and through our extensive contacts can often assist in simple areas such as business networking.

Informational sessions are at no charge. Extensive services such as consulting are on a moderate fee for service basis.

We may be able to assist your business. Please call either myself or our Office & Loans Manager, Cindy Symons-Milroy; and see if we can help you.

Yours truly,

A handwritten signature in blue ink, appearing to read "A. J. Farren".

A. J. Farren  
General Manager

**COBOURG PUBLIC LIBRARY**

**AUG 02 1988**

NORTHUMBERLAND BUSINESS DEVELOPMENT ASSISTANCE CORP.  
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