

TEMPLATES OF SUPPORTING DOCUMENTS

(FOR ORGANISATIONS)

Organisational Profile

A well-written organisational profile is an effective way to introduce the business to the potential customers and other stakeholders. An organisational profile is a professional introduction of the business and aims to inform the audience about its products and services.

A profile should include:

- The organisation's name and acronym (where relevant)
- Contact Information
- Founder
- Year of Establishment
- Mission
- Objectives
- Areas of Work
- Achievements

Example:

Graphic and Logo Design Limited (GLDL) offers the best in custom graphic design and advertising services at affordable rates. Established in 2001 by Ben Kline, our team of artists, animation specialists, illustrators and advertising specialists successfully takes your project from concept to completion.

We specialise in Brand Development, Advertising, Graphic Design, Print, Multi-Media production and beyond. With 15 years of experience in graphic design, corporate branding, communications, flash presentations and video production, GLDL is well versed in the field of visual presentations.