

[Enter your company name]

[Insert your logo]

CAPABILITY STATEMENT

Intent

This Business Capability Statement highlights our organisation's experience and capacity to service our customers.

Introductory statement

[Enter your company name] is an experienced company located in [Enter your suburb/city]. We work in the [Name the sector you work in] and provide [Name what you produce or sell to your customers].

We have been established since [Year] and we have a strong track record in achieving outstanding results for our customers. [Enter your company name] successfully works with a wide variety of customers including [Name up to three customers].

We have a sound approach to business practice and strive for excellence in everything we do.

Mission statement

[Enter your company name] has developed the following mission statement that guides our organisation and the way we work.

It is the mission of [Enter your company name] to provide [Enter details about your products or services] to our customers, supporting them to succeed and achieve their individual goals and objectives.

Products and services

[Enter your company name] is very focused on product/service development, producing a variety of products/services to meet the needs of our customers. Our products/services include:

[Enter a heading about a product or service that you supply]

[Give a short description of that product or service]

[Enter a heading about a product or service that you supply]

[Give a short description of that product or service]

[Enter a heading about a product or service that you supply]

[Give a short description of that product or service]

Clients

[Enter your company name] is an experienced organisation that has worked with a variety of businesses in the [Professional Services]. Examples of our clients include:

[ADD THE NAME OF YOUR CLIENTS AS A HEADING]

[Detail what you do for that client]

[ADD THE NAME OF YOUR CLIENTS AS A HEADING]

[Detail what you do for that client]

[ADD THE NAME OF YOUR CLIENT AS A HEADING]

[Detail what you do for that client]

Some of our clients have provided testimonials about our products/services:

[Add a testimonial from a client]

[Add a testimonial from a client]

Management

Our experienced and qualified management team have extensive experience and expertise in the [Industry sector].

[Insert Image of Individual]

[Name]

[Title]

[Qualifications]

[Name] has extensive experience working in the [Name the sector] industry. [Name] focuses on [provide details of responsibility] within the business.

[Insert Image of individual if applicable]

[Name]

[Title]

[Qualifications]

[Name] is responsible for [provide details of responsibility].

[Insert Image of individual if applicable]

[Name]

[Title]

[Qualifications]

[Name] is responsible for [provide details of responsibility].

Company Profile

Registered Name: Enter registered company name

Business Address: Enter business address

ABN: Enter ABN

Membership, registrations, Enter details of professional memberships, registrations,
certifications: certifications

Website: Enter website details

Phone: Enter phone details

HOW TO USE THIS CAPABILITY STATEMENT TEMPLATE

A targeted Capability Statement will show your prospective customers that you have the experience, expertise and capacity to serve their needs.

This template has been developed to help you write a concise Capability Statement that showcases who you are and what you do.

Some or all of the elements contained in this document may be relevant to your business.

Capability Statements are usually visually appealing, and they can be enhanced by adding images, logos and/or diagrams.

Your Capability Statement can be updated as you add new products and gain new customers or experience. When tendering for a project, consider choosing the most relevant clients and examples that will demonstrate your ability to carry out the advertised contract.

Elements contained in the Capability Statement could also be used for promotional and advertising purposes.