



Monthly Minute Template

No more than 120 words will ensure that you keep to the minute in the meeting.

Opening – 10 Seconds

Your Name

Your Business Name (if you have one)

Where you are based or where you are looking for business

Middle – 30 Seconds (maximum)

A BRIEF overview of products/services you offer, what you require

Call To Action – 10 Seconds (maximum)

Conclusion – 10 Seconds (maximum)

Your Name:

Your Business Name (if you have one) or Profession:

Strapline: