

# Cambridge Minority & Women Owned Business Questionnaire and Survey

This Questionnaire and Survey are designed to provide the Community Development Department's Economic Development Division (EDD) with information about Cambridge minority and/or women-owned businesses. This information will help us to complete a profile of the City's minority and women-owned businesses, to publish an online edition of the *Cambridge Minority & Women-Owned Business Directory*, and may serve as a basis for future programs.

The survey is divided into two sections. We ask that you **fully complete** Sections 1 and 2, which contain questions about your business. **Section 1 - Business Information** - Your business must be **51% minority and/or women-owned** and located in Cambridge to be included in the Directory. Enclosed is a definition of "minority-owned" as defined by the Commonwealth of Massachusetts and Supplier Diversity Office (SDO).

**Section 2 - Additional Information** - This information will give us a more complete profile of your company that we will add to our database. *This additional information will not be included in the Directory.* While we would appreciate answers to all the questions, **completing this section is optional.**

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## Section 1 - Business Information

Business Name \_\_\_\_\_

Business Address: \_\_\_\_\_ Cambridge, MA ZIP Code \_\_\_\_\_  
# and Street Name

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

Business E-mail \_\_\_\_\_ Web Site Address \_\_\_\_\_

May we list your E-mail and Web Site address in the Directory?  Yes  No

May we put your E-mail address on our E-mail contact list?  Yes  No

Owner Name \_\_\_\_\_ Title \_\_\_\_\_

(First, MI, Last)

Owner Name \_\_\_\_\_ Title \_\_\_\_\_

(First, MI, Last)

What is the business type? (Please check one)

Manufacturer,  Wholesale,  Retail,  Service,  Other

Business Category \_\_\_\_\_ Select **most appropriate** category from attached list.

Description of Business (20 words or less)

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## Section 2 - Additional Information

- What percent of the business is women-owned? \_\_\_\_\_
- What percent of the business is minority-owned? \_\_\_\_\_
- Number of years in business under current ownership?  0 - 2 years  
 2 - 5 years  
 5 - 10 years  
 10 + years
- Under what arrangement does your business occupy its space? (Please check one)  
 Rent space  
 Own space  
 At home (use part of home as office)
- Number of Employees? (Please include owners)  
 Full Time (work at least 35 hours per week) Number \_\_\_\_\_  
 Part Time - Number \_\_\_\_\_
- Annual Revenue of the Business? (Please check one)  
 Under \$ 10,000  
 \$ 10,000 - \$ 24,000  
 \$ 24,000 - \$ 50,000  
 \$ 50,000 - \$ 75,000  
 \$ 75,000 - \$100,000  
 \$ 100,000 - \$150,000  
 over \$150,000
- What type of assistance would be of value to you for your business?  
 Façade Improvement  
 Interior Design Improvement  
 Business Development Services  
 One-on One Business consultation

We appreciate your participation in this Directory. If you know of a women or minority-owned business in Cambridge please have them contact Rona Holmes at 617-349-4637 or e-mail [rholmes@cambridgema.gov](mailto:rholmes@cambridgema.gov).

Every two years we will follow up with your business to check your progress and to see how we can better meet your needs. Thank you.

City of Cambridge  
Community Development Department  
Economic Development Division

**BUSINESS CATEGORIES**

Accounting, Tax Preparation, Bookkeeping Services

Acupuncture

Administration Consulting Services

Advertising, Public Relations Services

Alternative Medicine

Antiques

Apparel Store

Architectural Services

Architectural & Engineering Services

Art Dealer

Art Gallery

Artist

Artist & Antique Restoration

Arts, Entertainment and Recreation

Astrologers

Bakeries

Barber Shops

Beauty Salon with Massage Services

Bed-and-Breakfast Inns

Bicycle Sales and Repairs

Biotechnology Research

Book Stores

Bookkeeping

Business Support Services

Business/Personal Coaching  
Caterers

**SELECT ONE CATEGORY**

Children's Clothing

Chiropractors

Computer Related Services

Convenience Stores

Cosmetics, Beauty Supplies, Perfume

Crisis Intervention

Dance Companies

Dentists

Direct-Sell Retail

Dry Cleaning, Laundry Services

Educational Development

Environmental Consulting Services

Ethnic Retail Goods

Event Planning

Finance, Insurance

Florists

Funeral Services

Gift, Novelty, Souvenir Shops

Graphic Design

Grocery Stores

Hair, Nail, Skin Care Services

Health Care Services

Health Clubs

Hobby, Toy, Game Stores

Holistic Services

Home Furnishings Retail

Human Resources Consulting Services	Performing Arts Companies
Insurance	Personal Care Services
Interior Design	Personal Services
Janitorial Services	Pets
Jewelry Stores	Photography Studios, Portrait
Justices of the Peace	Physicians
Landscape Architectural Services	Plumbing, Heating, A/C
Landscaping Services	Professional Services
Legal Services	Professional, Scientific, Technical Services
Management Consulting Services	Real Estate Services
Management Services	Restaurants
Mapping Services	Scientific Research Services
Marketing Consulting Services	Sewing, Knitting, Needlework
Martial Arts	Shoe Stores
Massage Practitioner	Software Design
Medical Equipment, Manufacturing	Taxi, Limousine Service
Mental Health Practitioner	Telecommunications
Miscellaneous Manufacturing	Travel Agency
Motion Picture, Sound Recording	Waste Management Services
Moving Services	Web, Internet Application Design
Music Instruction	Welding Contractors
Musical Groups, Artists	Women's Clothing
Musicians	Wood Products
Night Clubs	Writers
Other Services	Yoga & Physical Fitness
Painting Contractors	