**MISSION STATEMENT TEMPLATE**

Answer these questions to find details and structure for your mission statement.

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| **Who is your company or nonprofit?** |  |
| **What is the purpose of your organization?** |  |
| **Where are your offices or factories located?**  |  |
| **For whom do you work? Who are your clients and customers and what are their needs?** |  |
| **How do you work? Define time, quality, and other process aspirations.** |  |
| **Why is your work important?**  |  |