



# Developing Your Capability Statement

*Be prepared to make the most of upcoming networking opportunities.*



**Tri-Cities Business & Visitor Center  
Bechtel Board Room  
7130 W. Grandridge Blvd.  
Kennewick, WA 99336**

**Date: February 15, 2012  
Time: 9:00am - 10:00am**

A capability statement is like a resume, only you use it for Government contracting. It provides potential clients with a concise overview of your company's qualifications and experience.

## **This session will cover the following key topics:**

- Effective Use of Capability Statements
- Types of Capability Statements
- Essential Elements & Examples

If your company already has a capability statement and you are looking to improve on it, bring a copy to receive constructive feedback in order to make improvements.

**Cost: FREE**

## **Registration:**

<http://www.washingtonptac.org/PTACTrainingEvents1.shtml>

For assistance with registration or questions please contact:

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*Sponsored by the Washington PTAC at the Tri-City Regional Chamber of Commerce.*