**MISSION STATEMENT TEMPLATE**

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

|  |  |
| --- | --- |
| **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?**  |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |