

The Secret to Gaining 5 Hours a Week in your Business



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Step 1 - Good Systems

The lack of good systems can mean that your business can't grow to its full potential, you're losing clients, and you're losing money. Good systems means:

- You don't spent most of the day putting out fires
- The business manages itself better because there's a natural flow
- There's consistency of output
- There's less customer churn and more customer loyalty
- The business is more profitable
- A systematised business is a sellable business

Whether you sell cupcakes, build houses, or provide professional services, good business systems just make good business sense.

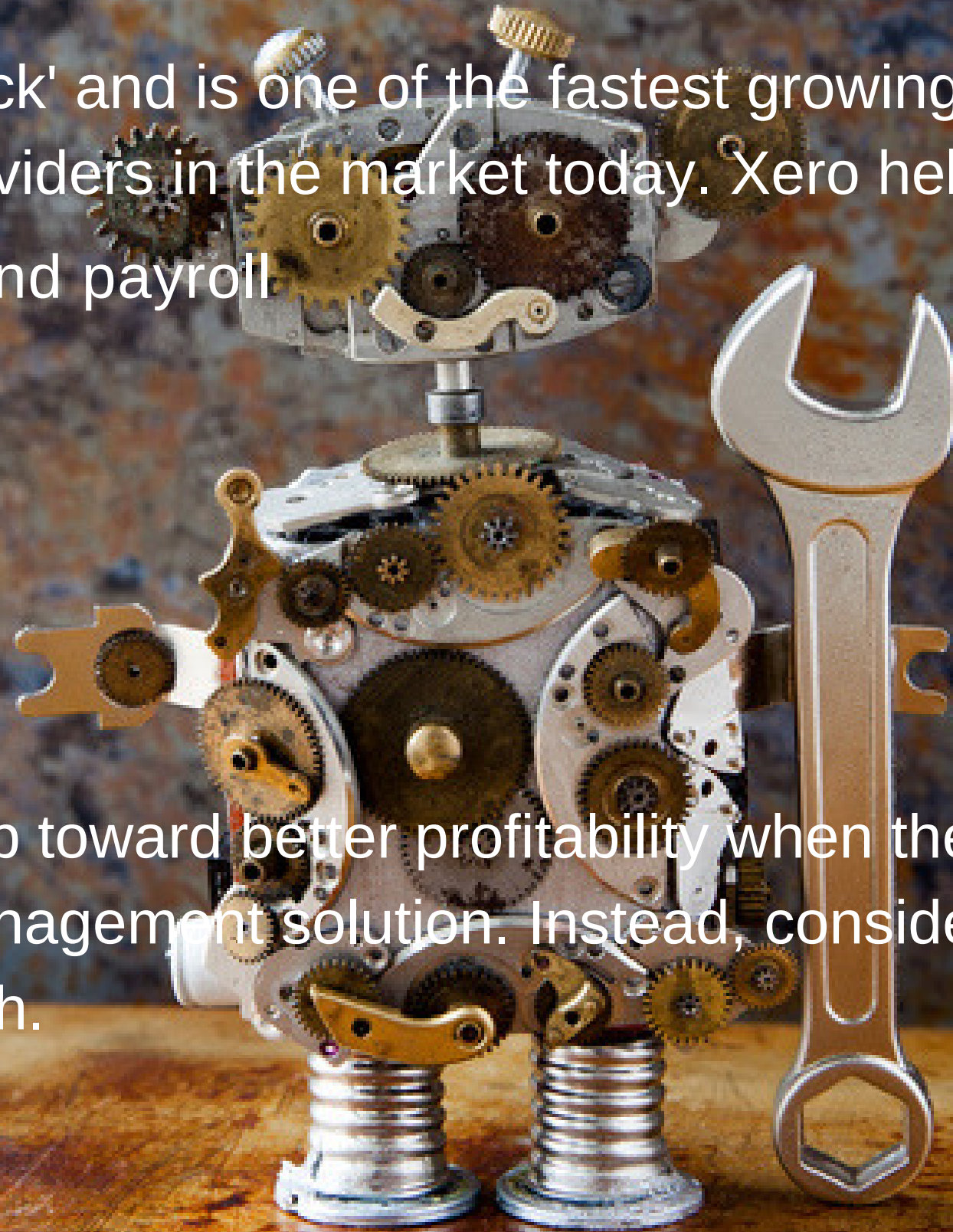


Step 2 - Xero

Xero is no longer the 'new kid on the block' and is one of the fastest growing and most innovative accounting software providers in the market today. Xero helps you to:

- Automate processes like invoicing and payroll
- Track expenses
- View real time financial data
- Manage cash flow
- Make better business decisions

Savvy business owners take the first step toward better profitability when they stop thinking of Xero as simply a financial management solution. Instead, consider Xero a comprehensive tool for business growth.



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xero

Step 3 - Receipt Bank

Receipt Bank revolutionises the way in which you capture your business expenses. We believe Receipt Bank coupled with Xero is a winning combination. The main benefits are:

- Eliminates data entry which saves you hours of work
- Gives you extra time to invest in other important areas of your business or with your family
- You can submit your bills and receipts any time, from any location, from any device
- All your information is submitted to Xero which makes the job of your bookkeeper easier and less questions about what expenses relate to.



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The Receipt Bank logo consists of a simple orange outline of a house with a gabled roof. Below the house icon, the words "receipt bank" are written in a bold, orange, sans-serif font. The "receipt" is on the top line and "bank" is on the bottom line.

receipt
bank

Step 4 - Consistency

Consistency in your business means:

- Your staff know how to complete repeating tasks
- Your clients are confident with consistency of output
- You have increased productivity, which means increased profitability
- You can document your systems, which means a sellable asset

You'll often find there are many ways to complete a task and achieve the same result. This doesn't equal efficiency or productivity - and lack of efficiency and productivity means reduced profitability. Consistency is key!



Step 5 - A Good Bookkeeper

Many small business owners think they're saving money by handling their bookkeeping themselves. Leaving your books to a professional will:

- Free up time so you can focus on serving your clients
- Save you money that you can reinvest back into the business
- Rely on somebody who really knows your business, to help you implement plans for growth
- Give you peace of mind that things are being done right

A good bookkeeper can do much more for you than simple data entry and reconciliations. Consider us your outsourced accounts department, working with you for long term growth and success.



In Conclusion

Having the right technology and expertise in your business can:

- Save you time
- Save you money
- Improve efficiency
- Increase accuracy
- Provide valuable insights
- Give you peace of mind

If you're ready to take your business to the next level, contact our office today to arrange an obligation free discovery call. It could be the best decision you make for your business this year!

