

Sign & Graphic Production Manager CD Manual

by John Hadfield

Yes, These simple processes will help you learn "How To" save \$000's

After many years, I have finally been encouraged to write down the processes that assisted in building a successful sign business. Working in a creative industry, most small-business people enjoy the 'making process' more than the 'controlling process', using my simple rules I hope you can learn to enjoy both. By following my easy to read guide you should soon enjoy your business more. Follow the 50 page manual and in each chapter you can use the CD to download and personalise forms for your business.



\$185
Inclusive

CD contains over 30 forms & 50 pages "how to" manual

It's no accident, in just 7 days, I can show you how to improve your business

With over three decades of experience in the sign and graphic industry and running successful sign businesses & supply businesses, I can help you change your business.

- 50 page A4 manual
- Brain storming chart
- Defining the project forms
- Self assessment forms
- To do list
- Interview forms
- Trial period agreement
- General employment agreement
- Induction forms
- Quote collection chart
- Credit application form
- Client order checklist
- Goods inward outward identification
- Job board layouts
- Goods outward checklist
- Delivery docket sample
- Leave application forms
- Personality profile forms
- Power point presentation
- Sales enquiry form
- Customer evaluation types
- Quote checklist
- Tender evaluation form
- Standard quote form
- Word document template quotes
- Monthly quote conversion chart
- Sign business process guide
- Job sheets 4 parts
- Purchase order template
- Dispatch label template
- Your order is ready sample
- Training checklist
- Plus many more!

It's easy to get started

You simply need to follow the steps and take action in your business

Step 1: Watch the PowerPoint presentation.

Step 2: Read the 50 page PDF manual.

Step 3: Review and decide how to improve your business flow using the sign and graphic business flowchart supplied in the manual.

Step 4: Download the business forms and personalise to suit your business.

www.controlzone.com.au



John Hadfield

Sign Industry experience since 1968

Life member, Australian Sign & Graphic Association

Fax this page to: +61 2 9774 3255 or post to ControlZone PO Box 435 Moorebank NSW 1875 Australia

Qty..... @ \$185.00 inclusive = TOTAL Posted to your door

Company		Telephone ()
Street Address		Facsimile ()
.....		Direct Phone
City	State	Contact
Country	Post Code	Email:

CHARGE MY CREDIT CARD: Mastercard Viscard

Card No.: Expiry Date:...../.....

Signature: Cardholder's Name:

DIRECT DEPOSIT:

ControlZone
BSB: 062322
Account: 10 203095