

# KEEP YOUR BUSINESS THRIVING

## Take the Include® ROI Assessment – Get Started!

### Include will help your business:

- Get an accurate performance analysis of your business systems and processes.
- Identify road blocks keeping your business from achieving its full potential.
- Uncover solutions to open the door to greater growth and profitability.

We've developed this easy questionnaire to help you gauge where your business stands in today's market:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. To estimate projects do you return to the office, make calculations, then mail or deliver the estimate to the prospective customer?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Are you currently using any of these programs to run the business side of your operations?<br>Excel, ACT! QuickBooks, Word, Outlook or outsource payroll? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Do your workers report their hours and materials use on paper?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Do you know how much time your employees are working that is non billable?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Are you constantly changing schedules?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Do you have office personnel that spend more than ½ of their time doing data entry<br>of labor hours to generate payroll or send to a payroll company?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Do you know where your sales people are and what their return is?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Do you know what you are returning on your marketing efforts?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Would it benefit you to know the REAL profit or loss of every project down to the penny?<br>Automatically?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Has your company ever made an estimating, invoicing or payroll error?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Do you need to lower your overhead to sustain your company in 2009?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered “yes” to just one of these questions, you’re missing a significant opportunity to streamline operations and lower your overhead.

Find out how your peers are making a profit despite the economy.



1-800-475-0311



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