

.....Fold Here.....



## **The 16 Point day-to-day health check for managers of small enterprises**

What invoiced or till sales?

How many "doors"?

How many phone enquiries?

How many phone orders?

How many till transactions recorded?

Do Sales Meet Budget?

Does the "order book" meet plan?

Is your budget up-to-date?

Is "Stock Turn" fast enough?

Meeting gross profit dollar target?

Expenses running at planned ratio of sales?

What "days cover" are your debtors?

Stock in clean and tidy condition?

Merchandising displays clean, tidy?

Special equipment being fully used?

Motor vehicles looked after, clean, tidy?