

Interim Business Services LLC

Bryan OH 43506

419.630.6862

www.InterimLLC.com



Places You Can Save Money in Your Business Operations

- 1. Checks;** Checks are expensive to Purchase from the Banks. It is much cheaper to purchase Check Paper and print your own checks. You can have the options of; A) Purchasing Blank Check Paper where you can print anything you want on the checks such as Logos, URLs, Email Addresses, and so on. This is really helpful if you run multiple checking accounts or businesses. You will have to purchase an inexpensive program such as Versa Check Business to print these checks and deposit tickets, and this software is inexpensive and easy to use. B) Purchasing the paper with just the bank routing numbers and account numbers and check numbers on them. C) Have them print the entire check for you. D) Pick and choose any number of items to have printed on the checks. The cheapest and best place we have found to purchase Check Paper is at www.asapchecks.com They do a really nice job and are inexpensive.
- 2. Printers and Ink;** Look at your Printers as disposable. Don't go in for the all in one printers. If one area of the machine goes down, then the entire machine is usually no good. If you need a scanner, fax and printer – buy each separately, and look at them as disposable. Always purchase these items with the Ink cartridge price in mind. Most stores that sell these items also stock the ink, so check out ink prices before you purchase the hardware. Lexmark printers, for example, are usually very inexpensive – but the Ink is 40 some dollars a cartridge!! --- Also, if you are just printing stuff that is going to filed away, or copies for yourself, and not sent to a customer or something, when you print the document, choose Properties and choose FAST DRAFT as your print method instead of NORMAL. This saves you tons of ink!
- 3. Time & Labor -- Templates;** If you do a lot of repetitious work, create templates you can open and Save As... If you need to create a new template, check out the Microsoft website first as the template, or one close to what you need, may already be created and with a few modifications can be used instead of starting from scratch and wasting a lot of hours. Go to; www.Microsoft.com, choose Office, then choose Templates.

Once you have your templates, and you know there are just certain fields you need to fill in within the body of the template, use your CTRL+F9 key to create a FIELD wherever you need to fill in different data. Then, when you bring up the template and Save As... you can use your F11 key to just skip to each field to be

changed. This way you don't miss anything that needs changing as you go.

4. **Time & Labor – Typing Shortcuts;** Use the Microsoft Office Auto Correct feature under TOOLS; Autocorrect Options.... Here, type in key shortcuts to represent full sentences, and even full addresses, etc. For Example, I type ibs, and get Interim Business Services LLC. I type ibsa and get Interim Business Services LLC
www.InterimLLC.com
office@interimllc.com
419.630.6862
all in one without having to type it all out. It is a type of shorthand for the computer. Just be careful not to use shortcut keys that represent real words such as 'office' – a word you might need in your letters and stuff that will automatically change into your address and phone number. You can mix numbers and letters to form your shortcuts.

Then, as you are creating this list in Word, copy and paste what the keys represent into a document you can print out so you can refer to your own shortcut keys for awhile until you get them memorized.

5. **Software:** The Internet provides many good places to download free or shareware software that you can use for your business. Many of these shareware files offer free trials so you can use the software to see if it works for you. The Interim website at www.InterimLLC.com offers many links to free software programs and free and shareware websites that are safe for downloading on our Business Resources page. Always Try before you Buy. This way, if it isn't quite right for you, all you've invested is a little time to check it out.
6. **Office Supplies; Auctions:** Consider buying your office supplies at auction. You can often find boxes of file folders, paper and so on – the little things that add up over time, very inexpensively at auctions. You can often buy an entire box of miscellaneous items for a buck or two – items that would otherwise have cost you far more than that!
7. **Accounting Programs;** Programs such as QuickBooks come out with a new version just about every year. That does not mean you –have- to upgrade to that version. Wait until the version you have is being 'sunset' or not supported anymore, and then buy the latest version so you get 2 or 3 more years of use out of it.
8. **BE Leary;** If you get something in the mail, or via email about any account you have anywhere on the net, asking you to reup, or confirm something – BE LEARY! Don't take it at face value. There are so many scams out there today, that you can really get tangled up fast by not knowing what is legit and what is not. It is an easy thing for scammers to go to a website and steal the company's logo, then plop it onto a letterhead and mail it off to you as an invoice. Always,

always, BE LEARY! If in doubt – and always be in doubt - call the company you received the letter from and ask them questions. Then, go up to the real company's website, find their contact number and call and ask them if they indeed sent you that letter! Better safe than sorry!!

9. **Track all of your Projects for ROI;** Going to run some advertising – a big campaign perhaps? Get your ROI (return on investment) tracking ready. Use Excel and set up a workbook, or check to see if one has already been created that you can download from Microsoft. If you are going to use an Email Blast, set up a specific email address for that campaign. (with the right hosting, this should cost you nothing) Use an email address that professionally designates that the responses came back to you because they replied to that email, or requested information using that email address. Designate a specific phone number that you have prepped for that campaign, so that when that number is used, it had to come from that campaign. Ask callers where they heard about you from. Each call, each contact has a certain cost and income attached to it. Add all of this data to your spreadsheet ROI tracking. This information is invaluable for the next campaign you choose to run. It tells you what worked, and what did not, saving you money in the future.
10. **Get Organized:** Disorganization costs companies tons of money each year! Expect your Office help to be organized. If they don't know how to get something organized, have them taught how to do it! Have an Organizer come in and teach them, or set things up for you. We at Interim Business Services can do this for you, or teach your people how.
11. **Always investigate before you buy into something;** Understand what it is you are buying. Read the fine print. Advertising, for example, can cost a company hundreds of thousands of dollars, and if not selected correctly, can be a total waste of money. Most news papers have excel spreadsheets that outline their demographics, for example. Have these spreadsheets sent to you via email attachment. Then, open them up and study each of them for the correct demographics you are looking for. Keep these spreadsheets as there is a ton of data on them that can be used for a variety of purposes. Pinpoint your audience – who is your customer? – before choosing your advertising methodology and marketing. Cater your advertising to your audience!
12. **Advertising and the Web;** There is so much involved here, that there are pages on our website that go into this extensively. See The Real Scoop on Search Engine Submissions, and our other articles about the web under Knowledge and Links on our website at www.InterimLLC.com -- Are you tracking ROI on your business on the web? We have information about that, too, on our website, along with our money saving tips and hints concerning the web.
13. **Learn to Read a Balance Sheet and Understand your P&L's;** Profit and Loss statements, as well as Balance Sheets should be examined monthly. This

information will tell you where you are profitable, and where you are not. It will also raise red flags before you get in too deep. Set up your accounting (chart of accounts) so you can really track everything – your accounting doesn't necessarily have to be set up as only an accountant would do it, it can all be customized so you can track everything you want to track right down to the minutest detail – if you want. It is –your- money- track it and baby-sit it wisely!

Compare Pricing: Interim Business Services LLC offers you a ton of cost saving ideas and items:

EX: We Offer UV Coated, First Class Custom Designed Business Cards.

Business Cards		250	500	1,000	2,500	5,000	10,000
2"x3.5"	Color front, No Back	\$20.00	\$22.00	\$40.00	\$69.00	\$99.00	\$220.00
2"x3.5"	Color front, B/W back	\$24.00	\$28.99	\$50.00	\$78.00	\$120.00	\$260.00
2"x3.5"	Full color both sides	\$28.95	\$32.00	\$75.00	\$99.00	\$160.00	\$290.00

Set Up Fees Apply. – And Much More in the Printing Area.

We offer Web Hosting for \$110.00 per year – all the bells and whistles plus unlimited email boxes.

Web Design – Redesign runs about \$50.00 per page, Full sites are Quoted.

QuickBooks Certified Professional Advisor; \$15.00 per hour

Programming; Quoted – usually about \$18.00 to \$24.00 per hour

Excel Spreadsheet Developments and Access Database Developments; usually about \$18.00 to \$24.00 per hour

Education and Training; \$12.00 to \$15.00 per hour

Customer Relationship Management Program Developments; Quoted by the project.

And so much more... we are Business Development Specialists, and we are about saving you money.

Contact us with your questions; 419.630.6862, or email at Office@interimLLC.com