



**PHENOMENAL**  
PRODUCTS, Inc.™

# Phenomenal ADMINISTRATION Systems™

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- **Administration** is everything you do to \_\_\_\_\_
- **Phenomenal** Administration delivers vital \_\_\_\_\_ that gives you the proper feedback on your progress.
- A Phenomenal Administration **System** is a group of working parts that \_\_\_\_\_ consistently.



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## Every Income Statement (Profit & Loss)

\$ _____	Sales (Income)
- \$ _____	Cost of Good Sold (COGS)
= \$ _____	Gross Profit (GP)
- \$ _____	Fixed Expense (Overhead)
= \$ _____	<b>Net</b>



*Howard Partridge*

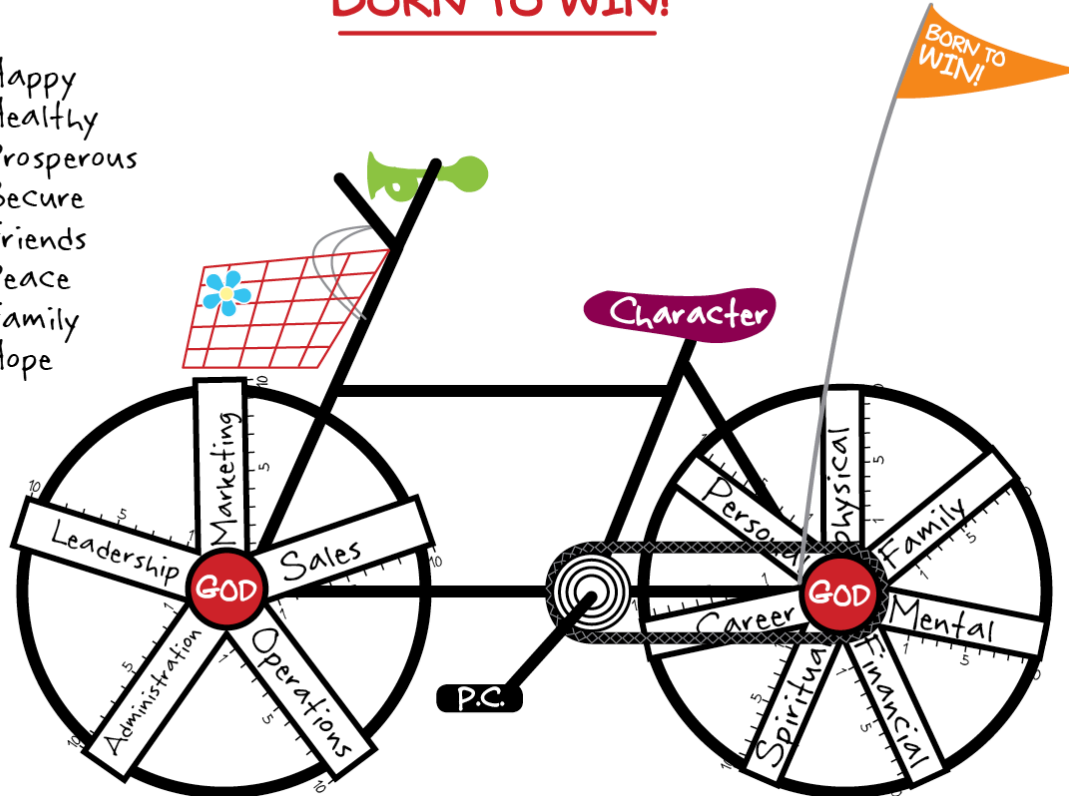
# PHENOMENAL<sup>TM</sup> PRODUCTS, Inc.

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BORN TO WIN!

Happy  
Healthy  
Prosperous  
Secure  
Friends  
Peace  
Family  
Hope







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#### **4. Administration**

- We track and report sales by profit center weekly, monthly and annually
- We track and report total sales daily
- We track and report sales by referral/affiliate/ad source weekly
- We track and report sales closings daily (# of calls vs. # of sales)
- We track and report number of returns or re-services as they occur
- We track and report our profit and loss weekly
- We track and report our balance sheet monthly
- We have a cash flow management process in place that includes systems for  
Accounts Payables and Accounts Receivables
- We plan our taxes annually before year end
- We review our legal and insurance exposure annually (or as often as required)
- TOTAL ÷ 10= \_\_\_\_\_