

Stay in the Black

The Essentials

- Budgets
 - Management
 - Billing
 - Collections
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Creating Budgets

- Rates for Services
- Time Estimates
- Material Costs
- Overhead
- Collective Knowledge

Rates for Services

- Competitive Analysis
- Financial Need | 40-60% Billable Time
- Three Components | People/Gear/Facility
- Charge for the Assumptions

Time Estimates

- Historical Data
- $(1B+4L+1W) \div 6$
- Peer Review
- External Review

Material Costs

- Constantly Change
- Look for Savings
- Think Bulk/Group Leverage
- Build Costs In
- Track Usage at Employee Level

Overhead

- Rent
- Leases
- Utilities (Especially Communications)
- Marketing
- Employee Benefits/Recruitment

Collective Knowledge

- Time Estimation
 - Incremental Improvement
 - Vendor Selection
 - Risk Management
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Management

- Project Based Billing
- Time Tracking
- Expendable Tracking
- Shipping and Outside Costs

Billing

- Bid
- Budget
- Change Orders
- Final Bill

Delivering the Bill

- PDF
- Hard Copy
- Fax
- With Deliverables
- Face-to-Face

Accepting the Bill

- Review Changes
- Use Discounts
- Use Deadlines

Collections

- Run Accounts Receivable Reports
- Call Accounts Payable
- Be Polite
- Call in Advance
- Place into Contracts