

**If you have
a business idea
but are unsure
how to get started,
we can help!**

From the first idea
to opening day
and beyond,
let us smooth those
troubled waters.

all about flow

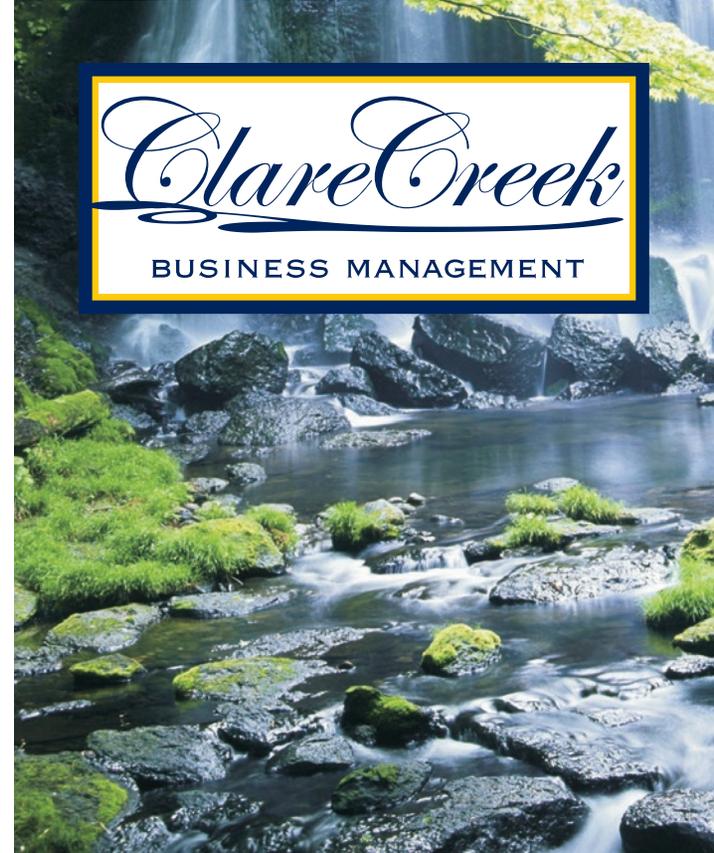
... being prepared and organized,
obtaining the right financing,
and having access to
good management skills
all contribute to:

Business Flow
Positive Cash Flow
Smooth Office Procedure Flow
Cost Efficient Manufacturing Flow

**Over all business flow will have
a great impact on the bottom line.**

The logo for ClareCreek Business Management is set within a white rectangular box with a yellow border. The text "ClareCreek" is written in a large, elegant, black cursive font. Below it, the words "BUSINESS MANAGEMENT" are written in a smaller, black, all-caps sans-serif font.

ClareCreek
BUSINESS MANAGEMENT



MISSION STATEMENT

Our desire is to provide you with the very best professional assistance, tools, and knowledge required to contribute to the success of your business. In an easily understood and down to earth format, we will strive to guide you with the experience of a general manager at your fingertips.

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*“Business, like water,
is all about flow.”*

It can be smooth or turbulent ...

Office Setup

(including furniture, staffing, procedures, right down to the file folders)

Are you going to need some office help?

Phones, customers, deliveries, mail, banking, and paying bills are some of the ongoing office activities that somehow need to get looked after.

Should you hire someone? Part time? Full time?

What type of skills will be required?

We can help with the complete office setup, including staff interviews, tailored to your needs.

Office Organization Flow

The office or administration area needs to be efficient and organized. File cabinets, desks, computers, photocopier, fax machine, and storage area all need to be considered. We can help you create a flow for that bill that arrives in the mail right up to filing it away after it is paid.

If we feel this can all be done more efficiently off site, we will suggest that!

Bookkeeping, Accounting, Payroll, Government Remittances

Records DO need to be kept. How much detail?

We provide a full bookkeeping and accounting service designed to provide YOU with easy to understand information with as much or as little hands on input from you or your employees as you wish. Accounting databases may be stored at your site or off site, always accessible to both you and us. Payroll, all government remittances, and year end preparation can also be provided, and will be part of your accounting program package.

Cashflow Charts

Do you know what to expect for sales or costs? Do you think you may need a loan to help you get started? We can help you put a cashflow chart together showing estimated sales and costs over various time periods to assist in your decision making process.

Preparation Of All Paperwork for bank or other lending institution, including accompanying a business owner to the bank as required

If you have decided a loan may be required, some financial document preparation is of utmost importance to the lending institution. You will need to show that you have a solid and realistic picture of the expected initial performance of your business, and where and when you feel you may need some assistance. Various loan structures are available to suit your needs, and we can assist you with the complete presentation package right down to your personal net worth statement.

***Now that you are on your way,
we're not leaving you
up the creek without a paddle!***

Manufacturing Progress Charts

Can't keep track of your orders? Various types of progress charts can be created to ensure that at any time you know what stage job orders are at.

Bottlenecks can be diverted, and staffing requirements can be addressed to ensure the smooth flow of all orders in a timely manner.

Mediation

What's fair? What's typically expected of employees and employers? We'll help with that, take a neutral position, and help you come to some conclusions that are best for both you and your employees.

Business Management Functions

As you grow, you will find your business procedures will need to evolve to accommodate volume. It's hard to know where the most important areas are, especially when you are in the middle of a fast paced work environment. Be assured we can assist you with those management decisions that will result in you working smarter, not harder. A 2 hour management meeting NOW has the potential to save days and days of costly labour in the future.

Custom Seminars Focusing On Your Particular Needs

Where are your weak areas? Do you know? Ongoing education is important to employees' well being and growth, as well as to an owner's own decision making capabilities. Determine the education tools everyone needs, and let us show you the way.

As Much Or As Little As You Require ...

... an hour, a day, a week, ongoing
We'll help you identify your needs and meet your challenges head on. With over 50 years of combined business experience, it is our intent to help you succeed. A controller at your fingertips!
All businesses experience turbulent moments. Put your life jacket on, grab an oar, and ride them.