

Business Management Plan

Daily

- Check and respond to all emails daily, then archive
- Return all voice messages
- Attend all quotes booked into the calendar on time
- Place quotes you arrange into the calendar
- Book approved jobs into the calendar
- Print and send invoices due
- Forward job details to subcontractors
- Order materials and deliveries

Weekly

- Prepare subcontractor payments
- Deposit job payments
- Print blank quote forms for onsite quotations

Monthly

- Pay building material accounts
- Submit monthly franchise statement
- Transfer franchise fee's

Quarterly

- Complete and lodge quarterly BAS (GST) returns
- Source and train new subcontractors
- Update pricelists as required

Annual (1st July or when due)

- Prepare and lodge company tax returns
- Prepare and lodge personal tax returns
- Renew contractors licence
- Renew company insurances
- Registration, vehicles/trailers