

ALL DAY FENCING

All Day Fencing Filing System, Set-up Guide

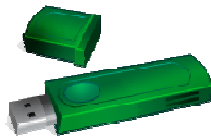
(FILE SET-UP: ESTIMATED TIME 1 HOUR)

Before you start!...

The ADF files contain the templates and folders required to operate the business, including printable quote templates, forms and artwork. These files will be emailed to you in several emails with instructions.

Copy all the files to your computer. For back-up purposes, use a USB drive and store these files in a safe location.

IMPORTANT: The USB drive is the backup for your business should your computer fail. The calendar and quote bookings are online so they cannot be lost. All other business information stored on your computer should be backed up to a USB drive once a month.



***PLEASE COMPLETE ALL INSTRUCTIONS IN RED**

ADF 1 - File Setup

1. *Create the folder All Day Fencing. (point to desktop right click and choose new folder) Within this folder you will need to create the following folders (shown on the next page):

**Quotations,
Invoices,
Setup Files,
Artwork,
Publications,
business templates,
letters, newsletters,
miscellaneous,
Subcontractors,
Tender Documents.**

The business guide book tells you how to run the business on a day to day basis.

2. *Print a copy of the Business Guide Book which contains the instructions on how to run your business and keep beside your computer.

Copy and paste all the files you receive in the following emails into these folders. An explanation of the All Day Fencing business files and folders, is below;



My Computer 'C' drive



All Day Fencing <franchise area> (eg: All Day Fencing - Sydney East)



SET-UP FILES

***Install these files/programs first**

- ADF 1 – File Setup
- ADF 2 – PC Setup
- ADF 3 – Mobile Setup



Artwork Advertising Folder

- Logo
- Car advertising
- Newspaper advertising
- Business Card Template



Books & Publications Folder

- Product Book
- Promotional Products



Business Templates Folder

- Business Management Plan
- Business Expansion Plan
- Website Map



Back-up Copies Folder

- ADF back-up copies



Invoices Folder

- Invoice Template
- Invoices Owing



Overdue 30 days

- 30 day Invoice Template
- Invoices due



Overdue 60 days

- 60 day Invoice Template
- Invoices due



Overdue 90 days

- 90 day Invoice Template
- Invoices due



Paid Invoices Folder

- Paid Invoices



Estimates Pricelists Folder

Pricelist Book
Brushwood fencing costs
Quick Quote program
Quotation Checklist



Letters Folder

ADF Letterhead Template
Reply Letters for Correspondence



Miscellaneous

Sydney Franchise Map
Copy Franchise Agreement
Why Franchise?



Newsletters

Current Newsletters



Quotations Folder

ADF Paling Fence Quote Form
ADF Quote Brushwood Template
ADF Quote Timber Template



Quotes Sent Folder

Quotes sent



Subcontractors

New Employee Details Template
Safe Work Method Statement
Subcontractors obligations



List of Subcontractors Folder

Subcontractors



Tender Documents Folder



Tenders Lodged Folder

Tenders Lodged



Tender Applications Folder

Tenders Received

ALL DAY FENCING

Agency Agreement & Authority To Trade

The agreement authorises the franchisee to register the new business name **All Day Fencing - _____**, and open a bank account in that name. The agreement is located in the folder named **Miscellaneous**. Please fill out and return asap, (if you haven't already).

3. *Print out a copy of the agency agreement. The agency agreement must be filled out, signed and sent to hq@alldayfencing.com.au.

Filing System

Quotes

Quotations that are written on the computer and emailed direct to clients, are stored in this file. Quotations written out onsite can be scanned and placed in this folder if desired.

4. *Amend the quote forms to include your name, signature (not real one) email and fax numbers, then save a copy to your back-up files. Print ten copies to start with and place in your briefcase ready for quoting.



The quotation numbers are configured as follows:

Start with Q for quote, then, Street number, then, 1st letter street, then, 1st letter suburb, finally, quote number (start at 1).

(do not add unit numbers, letters or hyphenated numbers as shown below)

examples:

20 North High Street, South Willoughby	Q20NS1
20A North High Street, South Willoughby	Q20NS1
Unit 2 / 20 North High Street, South Willoughby	Q20NS1
20 - 22 North High Street, South Willoughby	Q20NS1
Unit 2 / 20A North High Street, South Willoughby	Q20NS1

For a second quote the number would increase by 1, eg Q20NS2



It is not uncommon for a client to request 3 or 4 quotes on the one property, as they require a different written quote for each neighbour that the proposed fencing affects.

When producing a quotation an accurate drawing is essential showing all materials, proposed works and measurements, as a copy of this drawing will be used by the subcontractors as a worksheet. It will also be required to order materials prior to the project commencing.

Invoices

Invoices sent to clients are kept in this folder until paid. When payment is received, move the invoice to the sub-folder labelled '**paid invoices**', (located in the invoice folder). This is important as it is the method you will use to track payments owing.

5. *Amend the invoice templates to include your name, signature, contact details and save as your invoice template. Save a copy to your back-up folder or USB drive.

The invoice numbers are the same as the quote number but start with an '**I**' for invoice instead of a '**Q**' for quote.

example:

20 North High Street, S outh Willoughby	I20NS1
Second invoice to same address	I20NS2

Letters

The letterhead template is located in the file labelled '**Letters**'. Letters are stored in this folder in the following order:

*Date, **.**.**, To , Subject*

example:

12.12.08 Northern Timber Supplies, price question

6. *Amend the letterhead template to include your name, address and contact details. Save a copy of the template to your back-up folder or USB drive.

Artwork and Logo's

All artwork and logos are supplied for use from head office. The folder labelled '**Artwork & Advertising**' contains the approved artwork and logo's as well as a form for the direct placement of advertising if required. Normal advertising is

placed and run by the head office however you are encouraged to invest in more advertising as your business grows.

Business Cards

The business card template is found in the folder named **Artwork, Advertising.**



We will print and deliver 500 business cards included free when you sign up for an All Day Fencing franchise for a minimum 12 month period.

7. *Add your name and mobile phone number to the template and email to hq@alldayfencing.com.au.

Printing takes up to 10 days so please forward your template asap!

Business Management Plan

The Business Management Plan is located in the Business Templates folder. The Business Management Plan explains how to run your business on a daily basis.

8. *Print a copy of the Business Management Plan located in the Business Templates folder. Use this as a guide to help run your business until you are familiar with the system.

Subcontractors



Subcontractor information including 'Safe Work Method Statement', 'Contractor details' and 'Subcontractor Obligations' are located in the file labelled '**Subcontractors**'.

Pricelists, Books and Publications

Pricelist Book

The pricelist book is contained in the file labelled '**Estimates, Pricelists**' file. The book and prices can be amended to suit the supply costs and work demand in your area.

***Adjusting the figures highlighted in red in the pricebook will automatically adjust all other per metre prices.**

Product Book

The Product Book is contained in the file labelled '**Books and Publications**'. The book and contents can be amended to suit the work demand in your area. You can print and bind your own books at home or take the file to officeworks or similar to have printed and bound.

9. *Print a copy (if not supplied) of the Pricelist Book and the Product Book. These can be taken to Officeworks (or similar) for binding if required.

Tender Documents

After your business has become established, you may wish to tender for local government fencing projects. Head Office will send any government tender links relevant to your area to your email address. Tender documents and information you apply for are kept in this folder.

Updates



All Day Fencing will email updates for forms, publications and artwork as they are made available. All updates will be sent via email with the subject heading '**ADF UPDATE**'.

Please copy and paste any new updates as they are received to the relevant folders.