



7 OF 7 BEST

Business and Life Strategies, LLC

THE SNOW MILLIONAIRE MASTERY
Intensive

**Support System Module
Parameter Sheets**

Parameter Sheets are one-sheet summary of information extracted from a signed contract. The sheets are used to help the Production and Accounting Departments complete their work.

The Parameter Sheets are part of the Contract Packet. They are made by Sales for Production and for Accounting. Both sheets are included with the Contract Packet.

Production needs to know what was sold and the information to do the work completely. Without the information from Sales, a production department has to find the information from the salesperson or even worse they have to assume what the work is.

Accounting needs to know what was sold and the information to bill the work properly. Not only is it important to know what to bill for the work sold but also what is extra.

These two parameter sheets save the organization an incredible amount of time and effort.

The first parameter sheet we will look at is for the Production Department. The information needed:

- The Clients Name / Name of the site
- The site address
- Hours of operation at the site
- Contact person and phone for site issues
- Lot and sidewalk measurements
- What needs to be done, lot and walks
- Labor hours
- How to site was sold, i.e. by the inch, per push
- Materials types
- Equipment needed to complete the work
- Subcontractors that are needed (if applicable)



Your Company Name
Your Address
Your Phone Number

Client Name:		Client Hours:	
Client Site Address:			
	Yes	No	Description
Lot			
Front			
Back			
Side			
Sidewalks			
Front			
Back			
Side			
Material:		Lot	Sidewalks / Patios
Salt			
Sand / Salt			
Salt Product			
Snow Stacking Location:			
Special Notes:			
Measurements: Parking Lot/ Driveway: _____ square feet Walks/Docks: _____ square feet			

The second Parameter Sheet is for the Accounting Department. The information needs are:

- The billing name or company name / attention to
- The billing address
- Contact person for accounting issues
- The description of the work sold to put on the invoice
- The pricing
- Required paperwork to accompanying the invoice (if applicable)
- Method of invoicing
- Seasonal billing, start / finish dates and amount per invoice
- Method of delivery

Accounts Receivable Parameter Sheet

Customer Job	Billing Name	
	Billing Address	
PO Number		
Invoice Parameters	Invoice Description	
	-Property: -Services:	
	Required Documents:	
Memorized Transaction Yes/No If Yes Please Complete	Contract Amt:	\$
	Service Dates:	
	First Invoice Date	
	Last Invoice Date	
	Number of Invoices	
	Amount Per Invoice	Services: \$ Sales Tax: \$ Total Inv. \$
Tax/Non Tax-Resale Cert Required		
Invoice Submission (if Different from Billing Address)	Mail / E-mail / Fax	
	To Whom:	
	Mailing Address:	

By simply using both the Production Parameter Sheet and the Accounts Receivable Parameter Sheet you will find a lot of your interdepartmental communication issues just melt away.

