



THE SNOW MILLIONAIRE MASTERY *Intensive*

SUPPORT SYSTEM MODULE The Contract Packet

“As a general rule, the most successful man in life is the man who has the best information.”

Benjamin Disraeli

The Contract Packet is the first stage and one of the strongest pieces of the business puzzle, the **LYNCHPIN OF AN ORGANIZATION**.

It contains **ALL** the information that was sold to a client: all the correspondences, all the estimate work, the proposal, and the signed contract.

The Contract Packet is a way to connect all the departments in an organization.

The Contract Packet has:

1. The contract signed by the client AND management.
2. All correspondences: qualification, telephone, emails, texts, and faxes.
3. The estimate work: the work orders, the work sheets, labor costs, material prices, equipment rentals, subcontractor costs, and extras.
4. The proposal.
5. Contact Information: For Sales, For Accounting, and for site information.

The Contract Packet is created by the Sales Department and the information is then shared with both the Production and Accounting Departments.

The Sales Department creates the Contract Packet from all the information gathered during the sales process; from the moment the client requests, to the correspondences, to the estimate phase, to the proposal work, to the tracking, right down to the acceptance of a signed contract.


With clear and concise information, each department can do its job more effectively, quicker, and with less fumbling around looking for the information.

Each department needs this information to be able to perform their functions in the most optimal and efficient manner:

The Production Department needs the information: the labor, materials, the equipment, and the extras to produce the work contracted. Production needs the hours, material amounts, and equipment but they really do not need the dollar figures. They need all the information that will help them do the right work at the right time... nothing more.

The Accounting Department needs the information: what to charge the client for the work and what to charge the client for any extra work. They need to know the dollar figures for all the work contracted.

The Sales Department needs the information for Sales to be prepared to discuss any issues between the client, the contract, and the work performed. Also, the information can be used as future reference for any client that similar work can be proposed.



The ONE result, the most
IMPORTANT result
of the Contract Packet is
each department will have
the RIGHT INFORMATION to

DO THEIR WORK.