

PLEASE PREPARE THE FOLLOWING ITEMS FOR THE WORKSHOP

In order to maximize the value of the workshop, we ask that all attendees come prepared with the items listed below. Please keep in mind if you don't have the exact numbers, an estimate will be fine. However, the more accurate your numbers, the more precise your budget will be.

- Bring a short plan for this coming year, examples include:
 - growth
 - new services
 - reduced services
 - new hires
 - profit growth
 - new equipment
- A copy of your past and current year end Profit & Loss statement
 - You will need info that enables you to know or estimate your company's spending in key areas (overhead, materials, subcontracting)
- A copy of your payroll expense records from the previous and current year end Profit & Loss statement
 - Identify & divide your field & head office staff
 - You need to bring wages & hours worked
- A completed equipment spreadsheet
 - Download at: www.landscapemanagementnetwork.com click "ENTER", click "WORKSHOPS"
 - Note: Only for equipment over \$1000
 - Standard costing information will be provided if you are missing information
- A basic calculator
- Sample estimates for comparison purposes
- Laptop (*optional*) bring your accounting software & company file
- Any spreadsheets or budgeting systems you've used in the past

For information please call
905 530 2088

Or e-mail us at:
workshop@landscapemanagementnetwork.com

www.landscapemanagementnetwork.com

Attendees will not be required to publicly divulge any of the above information.