



Next Step...

Davy J. Tyburski, Chief Profit Officer™

Over 20 Years of Real-World Business Leadership:

- ✓ Service & Operations
- ✓ Sales & Sales Management
- ✓ Customer Service
- ✓ Credit & Collections
- ✓ Training & Development
- ✓ Process (Systems) Excellence
- ✓ Corporate Communications

**Davy is known as the...
CHIEF PROFIT OFFICER™
& is sought out by many
successful entrepreneurs!**

His Track Record of Success Includes Many Awards:

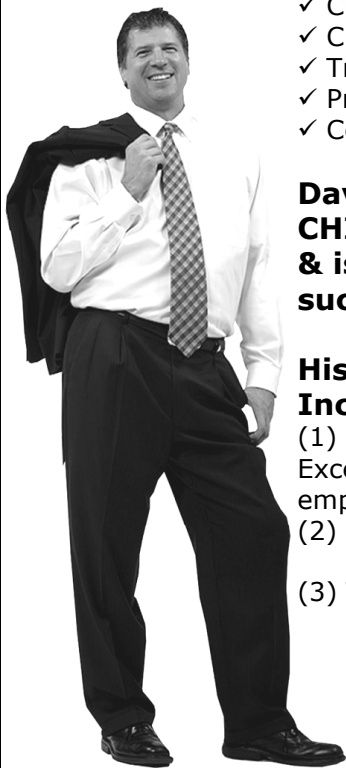
- (1) Prestigious CEO's Award of Excellence (selected over 2,000 other employees)
- (2) Outstanding Performance six times
- (3) Two-time member of the President's Inner Circle and President's Clubs

Business Improvement Projects Include:

- (1) Sales compensation & incentive programs that improve results
- (2) Reduce initial order to cash received processing times
- (3) Solid credit & collection strategies to improve cash flow
- (4) Programs & systems that improve teamwork & communication
- (5) Development of software programs that improve quality & increase productivity
- (6) And so many more...

He's Presented His Proven Strategies & Techniques to Many Individuals & Companies...

Including the Walt Disney Company, College Planning Experts, Kellogg's, BGI Marketing Systems, Goodyear, Wealth Transfer Solutions, & Microsoft just to name a few



The Question is NOT-
“Should I Take Action on What I
Learned?”

The Question IS-
“Should I Take Action by Myself or
Team up With Davy so I Can Implement
What I Learned VERY FAST?”

Option#1: I Come to You & “Get'er Done”

“Hey Davy, Fly to Me & Consult for Me on MY Turf so You Can Uncover How and Where I'm Losing Money & Show Me Exactly What to do to Fix it Immediately! Review & Analyze my...

- Policies, Systems, & Technology & Provide Actionable Ideas For Improvement!
- Team Members & Pay Structure & Show me Ways to ‘Self-Fund’ These Positions and Create a Team of ‘Owners’!!!
- Tracking (Reporting) Systems & Provide Actionable Ideas to Create/Revise my Company Balanced Scorecard so Everybody is on the Same Page!

Bottom Line- Give me Actionable Ideas For all of the Above so I Can Keep More Money in my Bank Account & Improve my Overall Client and Team Member Satisfaction!

Option#1: I Come to You & “Get’er Done”

- (1) One, 8-hour Onsite, “Walk-in-my-Shoes Consulting Session”
\$15,000.00 Value
- (2) Four 30-Minute One-on-One Phone Sessions
\$ 2,000.00 Value
- (3) Two 10-Minute Emergency Profit Calls
\$ 300.00 Value

Total Value = ~~\$17,300.00~~

Today \$10,000

Take Action Now, Contact me-
www.EntrepreneurOperationsBlueprint.com

Option#2: YOU Get ME For 2-Hours a Month! (on the phone)

1. One, 90-Minute Group Coaching Call (1st Thursday/Month)
 - Each call is recorded and sent to you (MP3) each month so you can share it with your other team members so they can improve their results, too! Value \$1,200.00
2. One, 30-Minute, One-on-One, Laser Focused Coaching Call to Continue Your Journey to ***More Time & More Freedom!*** (Scheduled any Thursday following the group call)
 - Each call is recorded-if you choose to do so- and sent to you (MP3) each month so you can share it with your other team members! Value \$800.00

Total Value/Month ~~\$2,000.00~~

Monthly Investment \$497

*No ongoing commitment, cancel at any time

*Take Action Now, Contact me-
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Success Templates

Success Templates- Customer Service Tracking Form

www.EntrepreneurOperationsBlueprint.com

Exhibit A

Customer Service Tracking Form

Date _____ Time _____ Team Member _____

Customer Name _____ Phone # _____

☐ Question ☐ Message For _____ Urgency ☐ Today ☐ Tomorrow ☐ 2-Days

Type of Inquiry

☐ Reason #1

☐ Reason #2

☐ Reason #3

☐ Reason #4

☐ Reason #5

☐ Other _____

Question/Message

Did I Hear a ☐ COMPLIMENT ☐ CONCERN ☐ SUGGESTION?
(If so, please write it below)

Internal Follow Up

Outbound Call/Email Date _____ Time _____ Team Member _____
(Circle One)

Action Taken/Response _____

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Success Templates- Most Valuable Customers

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Exhibit B

WHO SHOULD I HIRE, AND WHO SHOULD I FIRE? I'M NOT TALKING ABOUT EMPLOYEES!

By: Davy J. Tyburski
Founder
www.EntrepreneurOperationsBlueprint.com

Right now, you may be missing out on one of the most overlooked paths to improving your profitability (that you're probably not even aware of.) Now that I have your attention, let's dig a little deeper into what I'm talking about.

Remember, it's not all about increasing revenue and driving more sales. Here's why...because your company is only as good as making payroll next week...right?

What good are the sales if those customers who generate the revenue are draining away your profits and in some cases actually costing you money to serve them?



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Success Templates- Standard Operating Procedure

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Exhibit C

STANDARD OPERATING PROCEDURE (SOP)

Action:	Fill in	Initial	---
		Implementation	
		Date:	
Business	Fill in	Revision Date:	---
Area:			

Why (Scope): Explain the WHY (benefit)

What (Guideline): Explain the WHAT

Who: ...is responsible to carry this out

Step by Step 'Instructions', How, When:

1. --- Explain the HOW and WHEN
2. ---
3. ---
4. ---

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Success Templates- Company Scorecard

Exhibit E-Company Scorecard Template.xls

YOUR LOGO HERE

Company Scorecard

☒ On track to meet target
☐ Off track
☐ Missing target

Goal	Goal Description	Actual	Status	Goal Owner	How I Calculate This	Date Updated
1. goal 1 here	Describe goal 1 here- from x to y by when	Actual Performance	Green	Name	Where the measurement comes from and how it is calculated	Last update
2. goal 2 here	Describe goal 2 here- from x to y by when	Actual Performance	Yellow	Name	Where the measurement comes from and how it is calculated	Last update
3. goal 3 here	Describe goal 3 here- from x to y by when	Actual Performance	Red	Name	Where the measurement comes from and how it is calculated	Last update
4. goal 4 here	Describe goal 4 here- from x to y by when	Actual Performance	Green	Name	Where the measurement comes from and how it is calculated	Last update
5. goal 5 here	Describe goal 5 here- from x to y by when	Actual Performance	Green	Name	Where the measurement comes from and how it is calculated	Last update

Green
Yellow
Red

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Success Templates- 2-Week Time Tracking

Exhibit F-2 week time tracking.xls

Time	Team Member Name _____ Task
8:00 AM	
8:15 AM	
8:30 AM	
8:45 AM	
9:00 AM	
9:15 AM	
9:30 AM	
9:45 AM	
10:00 AM	
10:15 AM	
10:30 AM	
10:45 AM	
11:00 AM	
11:15 AM	
11:30 AM	
11:45 AM	
12:00 PM	
12:15 PM	

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Success Templates- Roles & Responsibilities

Exhibit G-Roles Responsibilities.xls

WHO	WHO	WHO	WHO
Company Mission/Philosophy	Human Resources	Sales	Operations
Company Goals/Strategy	Payroll	Meet/Exceed Sales Goals	Enhance productivity
Marketing Strategy	Team Member Policies/Procedures	Marketing	Infusionsoft
Company Finance	Reporting	Sales Training/Development	Executive Reporting
Joint Ventures/Partnerships	Customer Svc?	Plan/Develop marketing materials	Budgeting
Public Relations		Workshops	Staffing models/analysis
		Relationship building	Cost to serve
List in order of priority	List in order of priority	Sales territories	Customer Svc?
		Reporting	
		List in order of priority	List in order of priority

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Success Templates- Meeting Agenda/Action Items

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Exhibit I

Minutes of Meeting

Day:

Date:

Agenda Items-

Item	Who	Duration
Review Company Scorecard (Point out areas of focus for coming week)	--	3 mins
Review last meeting action items	--	5 mins
Review Customer Service Tracking stats, discuss self-service ideas	--	5 mins
--		
--		
--		
Share one idea that will improve how we're doing things	All	3 mins
"How can we improve our next meeting?" (ask every other meeting)	All	3 mins
Share your biggest accomplishment since our last meeting	All	3 mins
Add rows as needed		

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Success Templates- Operations Compensation Plan

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Exhibit K

Compensation and Incentive Bonus Plan

To: ---
From: ---
Date: ---
Re: --- Year Bonus Plan

DRAFT-1

Attached is your YEAR Compensation and Incentive Bonus Plan that is effective DATE and I have also enclosed your latest JOB DESCRIPTION. In addition to your base salary, you are also eligible for quarterly incentive bonus award based on the performance of the company and your individual contributions to its ongoing success.

My objectives in developing your Bonus Plan were:

- ensuring that the proper incentives are in place to meet our company goals
- maximizing your earning potential
- promoting teamwork throughout the company

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Success Templates- Sales Responsibilities

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Exhibit L

Top Sales Executive (Draft 1)

DESCRIPTION:

The Top Sales Executive accomplishes the strategic objectives of the company by planning and executing marketing/sales strategies and provides leadership and coordination of marketing/sales functions to sales team. This is a hands-on position.

ROLES/RESPONSIBILITIES:

- Delivers annual sales revenue (and gross-profit objectives?) established by CEO
- Assists in developing the sales and marketing strategy
 - Implements accordingly
 - Develops sales team's action plans
- Establishes sales directives by forecasting and developing annual sales quotas for sales team members and assignment of territories
 - Projects expected sales volume and profit for existing and new products/services
- Provides ongoing training and development to sales team members
- Directly manages major client accounts, and coordinates the management of other accounts

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Success Templates- Product/Service Development

Exhibit M-Product and Service development status.xls

Your logo here	Idea Generation	Idea Screening	Concept Development and Testing	Business Analysis	Beta Testing and Market Testing	Technical Implementation	Launch	Move Forward Y/N
Product/Service/Program Pipeline	ASK campaign, Clients, Executives, Focus groups	Customer benefits, size and growth forecasts, competition	Costs/expense, Marketing (web, email, print, advertising, direct mail)	Sales price, sales volume, profitability	Prototype, pilot test, focus group, adjust as needed	Resource estimates, supplier collaboration, logistics	Full launch, full marketing, product inventory	
product 1 here	complete	complete	complete	complete	complete	complete	complete	Y
product 2 here	complete	complete	complete					
product 3 here	complete	complete	complete	complete				N
service 1 here	complete	complete	complete	complete	complete	complete	complete	Y
service 2 here	complete	complete	complete					
program 1 here	complete	complete						
program 2 here								

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Success Templates- Product Inventory

Exhibit N-Product Inventory.xls

Product Name	SKU	Price	Description
Sample name 1	HS124	\$1,997.00	includes 3 audio CDs, 1 data CD, transcription, slides, poster sized blueprint,
Sample name 2	BK5710	\$19.97	82 pages
Sample name 3	BK5727	\$29.97	169 pages
Sample name 4	BK5734	\$19.97	94 pages
Sample name 5	CD126	\$497.00	includes 2 audio CDs and an action guide
Sample name 6	CD128	\$497.00	includes 2 audio CDs and an action guide
Sample name 7	CD124	\$697.00	includes 2 audio CDs and an action guide
Sample name 8	DVD129	\$197.00	DVD
Sample name 9	HS1354	\$1,997.00	includes 3 audio CDs, 1 data CD, transcription, slides, poster sized blueprint,
Sample name 10	OTPF102	\$29.97	Fee to process Silver Coaching Program, includes Internal Customer Service CD set and 2 trial months in Silver Coaching Program
HS = Home Study BK = Book CD = CD DVD = DVD OTPF = One Time Processing Fee			

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Success Templates- Product Matrix for Fulfillment

Exhibit O-Product Matrix for Fulfillment.xls

Product Name	Sku	Price	BK5710	BK5727	BK5734	CD126	CD128	CD 122	CD130	MC120	MC101	LE102	Business Card	Quote Card
Sample 1	BK5710	\$19.97	1										1	1
Sample 2	BK5727	\$29.97		1									1	1
Sample 3	BK5734	\$19.97			1								1	1
Sample 4	CD122	\$49.97						1					1	1
Sample 5	CD126	\$197.00				1							1	1
Sample 6	CD128	\$197.00					1						1	1
Sample 7	CD130	\$49.97							1				1	1

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Resources

Complete List Available at:
www.EntrepreneurOperationsBlueprint.com/Resources

Acronyms & Abbreviations

www.BusinessBalls.com

Applets & Tools

www.PoodWaddle.com

www.Audacity.Sourceforge.net

Audio/Tele-seminars

www.BigMoneySpeakerTeleSeminar.com

Business Automation

<https://crm.infusionsoft.com/go/infs/malinchak>

Business Cards, Stationary, etc.

www.iPrint.com

CD & DVD Replication Services

www.Disk.com

www.mcmannisinc.com

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Special Note- If you choose to invest in any of these products/services, James Malinchak International, Inc. may receive a commission for making this opportunity available to you.

Resources

Complete List Available at:
www.EntrepreneurOperationsBlueprint.com/Resources

Clocks & Count-Down Timers

www.Online-Stopwatch.com

www.Time.gov

www.TimeLeft.info

www.WorldTimeServer.com

Clutter

www.clutterless.org

www.messies.com

Country Calling Codes

www.CountryCallingCodes.com

Designers/Graphics

<http://www.elance.com/s/prastut>

Dictionary Online

www.OneLook.com

Direct Mail (brochure/postcards)

www.Disk.com

www.mcmannisinc.com

www.PCMailingServices.com

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Document Publishing Software

www.PDF995.com

Domain Search

www.BetterWhoIs.com

Electronic Signatures

www.echosign.com

Encyclopedia Online

www.Wikipedia.org

Form Filling (Automatic)

www.RoboForm.com

Fulfillment & Shipping

www.Disk.com

www.mcmannisinc.com

www.PCMailingServices.com

IRS

www.irs.gov

Increase Profits

www.EntrepreneurOperationsBlueprint.com

Logo Design

<http://www.elance.com/s/prastut>

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Mailing Services

www.Disk.com

www.mcmannisinc.com

www.PCMailingServices.com

Marketing/Growing Your Business

www.BigMoneySpeaker.com

Online Encyclopedia

www.Wikipedia.com

Online Storage

www.MediaFire.com

Organizers

www.napo.net

Operations Management

www.EntrepreneurOperationsBlueprint.com

Paperless Software

www.docpoint.biz

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Printing

www.Disk.com

www.mcmannisinc.com

www.PCMailingServices.com

Productivity

www.EntrepreneurOperationsBlueprint.com

Quotes

www.BrainyQuote.com

www.ThinkExist.com

Shared Instant Messenger

www.JingProject.com

Shopping Cart

www.BigMoneyCart.com

Speaker Training

www.BigMoneySpeaker.com

Stop Commercial Mail

www.dmachoice.org

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Resources

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Time Management

www.EntrepreneurOperationsBlueprint.com

Total Business Automation

<https://crm.infusionsoft.com/go/infs/malinchak>

Transcription Service

www.TranscribeYourBook.com

US Dept. of Labor

www.dol.gov

Video Hosting

www.BigMoneySpeakerAudio.com

Web Designer/Master

www.1NetMarketingServices.com

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