

Organize and Increase Your Income Call It your Book of Profits



Your business is firmly established and you're doing well, but something is missing – **organization**. It's time for you to get yourself a handy tool that can save you time and money and, increase your profits. **It's time for a job binder.**

This binder will be a point of reference on all questions great and small, helping you keep track of what is going on in your day-to-day operations.

We've put together some essential ideas for your binder but try to come up with some of your own – get creative!

- **Scope of Work.** What is being worked on and completed on the job.
- **Subcontractors' Scope of Work.** In this section, define job duties for your employees and your subcontractors. This could save you a lot of money in the end.
- **Budget Hours.** In essence, this section lays out how long it should take to complete each job.
Schedule. Eliminate questions by having an updated, accurate schedule for everyone to reference.
- **Change Orders.** Having change orders in the binder is a great tool. This gives everyone a clear perspective on exactly what's expected.
- **Workman Compensation Insurance.** In the unfortunate event that someone is hurt on the job and needs medical attention, this section should include all the hospital and procedural information needs.
- **Contact & Phone Numbers.** Essential information for the simplest of tasks.