

Key Contacts: _____

Contact Number: _____

Email Address: _____

CLIENT LIST

NAME OF COMPANY CONTACT PERSON TELEPHONE NUMBER

_____	_____	_____
_____	_____	_____
_____	_____	_____

AREA OF EXPERTISE

Services

Accounting Bookkeeping Business Administration

Business Feasibility Business Plan Business Skills

Cash Flow Management Systems Coaching and Mentoring

Company Registration Complete Quality Management System

Competitive Analysis Counseling Customer Service Plan

Designing of promotional materials Development of business strategy

Development of Work Plans Due diligence Fund Raising

Growth Plan HIV Aids Testing

Human Resource Policy and System Job or Process Costing

Joint Venture Agreements Lease Agreement

Market Research Plan Marketing Linkages Marketing Plan

Operations and Procedures Manual Payroll System

Productivity Measurements and Monitoring Measurements

Productivity Improvement Plan Preparation of Budgets

Profiling of Positions Purchase Agreement

Sales Agreement Sales Plan

Setting Up of a creditors system Setting Up of a debtors system

Setting up of stock control Shareholders Agreement

Skills Audit Turnaround Plan

Other not specified _____

Goods

Irrigation Equipment Office Equipment

Office Furniture Sewing Equipment Stationery

Other not specified _____

Works

Building Maintenance/Rehabilitation Ceiling Installation

Electrical Installation/Wiring Flooring Partitioning

Plumbing

Other not specified _____

Name: _____

Signed: _____

Date: _____