

Cashflow checklist

Tick the Box if these applies to your business

Immediate Review	
1. Cash In	
• Offer a Sales promotion, preferably not on price, but more of a bulk discount, or package more than one service, product together.	<input type="checkbox"/>
• Ensure sales invoice are sent promptly	<input type="checkbox"/>
• Offer a discount for debtors to pay early, better if they pay up-front by credit card.	<input type="checkbox"/>
• Offer Low-Cost items with high value to Client Prospects to conclude the sale	<input type="checkbox"/>
2. Cash Out	
• Negotiate with your suppliers for extension of credit	<input type="checkbox"/>
• Negotiate a lower price for your Goods	<input type="checkbox"/>
• Review wages	<input type="checkbox"/>
• Cut non-essential services like membership	<input type="checkbox"/>
Within 1 month	
1. Contact your bank	
• IF you have business loan, request for deferment of principal and interest payment	<input type="checkbox"/>
• You can apply for a short-term UNSECURED loan	<input type="checkbox"/>
2. Improve Cashflow by increasing client acquisition at a lower cost	
1. Calculate the value of your client over a period of time	<input type="checkbox"/>
2. List your marketing cost and calculate the total cost	<input type="checkbox"/>
Calculate your Client/Customer Acquisition Cost by dividing 1 by 2.	<input type="checkbox"/>
Review your marketing cost and consider the cost savings from Outsourcing. Both your time and the low cost service provided from Outsourcing	<input type="checkbox"/>

This checklist is a quick action impact on the cashflow in general, but you can book in a time to discuss your cashflow concerns with Chau, our CFO who is a Chartered Accountant. He is happy to review your Profit and Loss accounts at no cost to you. His email is chau@virtualdonewell.com.