

Business Discovery and Planning Session

- **Do you need advice on what to do in your business?**
- **Do you need a clear path to increase sales or expand your business?**
- **Do you have too many options - and need help to take action?**

Our Half-Day Discovery and Planning Session Package is the answer.

What Happens?

Before the session:

We will have a preliminary discussion with you via telephone to understand your key activities and current objectives. Also, we will send you questions to answer so that we get a succinct summary of important areas of your business. This enables us to 'hit the ground running' when we meet for the half-day planning session.

At the session:

During the discovery and planning session we will probe your objectives and ask for more details so we clearly understand exactly what is required to move your business forward. We will discuss possible options with you, recommend relevant resources, and outline a suitable future action plan. You will be given specific advice, tips, and guidance to get your business moving.

Note: Even though we will provide a summary of the discussion we suggest you (or your team) also take notes of items you think are important during the session. We will cover a lot of information and answer any questions you have.



After the session:

After the discovery and planning session you will be sent written notes and recommended key action steps and an implementation schedule. You will have a record of what was discussed and clarity on the action items you need to implement. We will have another discussion with you via telephone to answer any questions you have about the recommended actions and schedule.

What You Need to Know

Fee:

The fee for this professional consultation is \$2,300.00 (plus GST).

How to book your planning session:

To book in for your consultation session please complete the Request Form below. Alternatively you can download this Request Form, complete it and return it by fax or mail.

Payment:

Please note that a 50% deposit will be required upon receipt of your booking request. A GST compliant invoice will be sent to you for payment. After your deposit is received we will confirm the appointment date and conduct the preliminary telephone interview with you. The balance (50%) will be due on or before the date of the discovery and planning session.

Cancellation policy -

Once your discovery and planning session date has been confirmed that time will be reserved for you in our advisors schedule. If you cancel the appointment at any time a 25% cancellation fee will apply. For example, if you cancel after paying the 50% deposit you will receive a refund of 25%.

Appointment Time:

Sessions are scheduled Monday to Thursday, 9am to 1pm, or 1pm to 5pm. We will contact you to arrange a mutually suitable time. You are welcome to involve up to 3 personnel from your organisation in the session.

Discovery and Planning Session - Booking Request Form

Name	
Title/Role	
Business Name	
Telephone	
Email	
Website	
Type of Business	

1) Explain the products and/or services you provide:

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2) Describe your main type of customers:

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3) Who are your competitors and why:

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4) Explain which aspects of your business you would like to specifically address during this session; what are your immediate requirements; the areas you would like to focus on; or any particular challenges you are facing:

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Select your preferred day and time for the session (tick):

Monday	<input type="checkbox"/>	9am to 1pm	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	1pm to 5pm	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	Note: A mutually convenient time will be confirmed in writing with you.	
Thursday	<input type="checkbox"/>		

Note: Venue will be your office to ensure ready access to data or information required during the consultation session.

Payment options:

(1) EFT (preferred)
BSB: 084-130
Account: 5878-34361
Account Name: Solutions Found
Use your company name as the reference.

(2) Pay by cheque, payable to: Solutions Found Pty Ltd
Mail to (include this completed form)
Solutions Found
PO Box 341
Red Hill QLD 4059

Contact:

Solutions Found
Tel: 1300 854 208
Web: www.solutionsfound.com.au
Email (scan and email this form): info@solutionsfound.com.au
Fax: this completed form to (07) 3806 2238