



THE SNOW MILLIONAIRE MASTERY *Intensive*

Millionaire Mastery[®] Programs

Mentoring with Domenic

The
Snow Millionaire
Mastery Intensive

Coach and
Mentor





SMMI Module 2

**Contract Packet
Parameter Sheets**



START

Contract Packets

ALL

the information

Sold to Our Client

Contract Packet

Contract signed by a client

The estimate information

Correspondences







**Production Department
needs: labor, materials, the
equipment**

**Accounting Department
information about what to
charge the client for the work**

Physical Folder



Computer Folders

-  001 Client Office Template.xls
-  002 Proposals
-  003 Correspondence
-  004 Photos
-  Maps
-  Scan Docs



Accounting Info

**Contact Sheet, Office
Information**

Signed Contract

Estimate Paperwork

Correspondence

Invoices Open

Invoices Closed

Production Info

Contact Sheet, Production Information

Services Sold / Parameter Sheet

Drawing / Computer Drawings of Site

Maps

Site Photos

Damage Photos



Production Client Profile Checklist

Client	Client Profile	Computer Setup	Parameter Sheets

Extra Track-able Items

Pre Season Work Orders	Post Season Work Orders	Maps	Site Pictures



Client Contact Information

Client Name:

Site Address:

Invoicing Address:

Billing Contact:

Site Manager

Billing Office Phone:

Office Phone 1:

Billing Office Phone:

Office Phone 2:

Billing Cell Phone:

Cellular Phone 1:

Billing Fax:

Office Fax:

Billing Email:

Email:

Special Billing Notes:

Special Site Notes:

PROPERTY INFORMATION

Property Contact:

Assistant Name:

Assistant Office Phone:

Assistant Cell Phone:

Gate Code(s): Front:

Back:

Parameter Sheets

These Two Parameter Sheets

save time and effort

MONEY.

Parameter Sheets

One-sheet summary of information

Extracted from a signed contract

Production needs to know what was sold

Hours, materials and equipment

Accounting needs to know what was sold

Dollars sold for contract

Production Parameter Sheet



Your Company Name

Your Address

Your Phone Number

Client Name:

Client Hours:

Client Site Address:

		Yes	No	Description
Lot	Front			
	Back			
	Side			
Sidewalks	Front			
	Back			
	Side			
Material:				Lot Sidewalks / Patios

Accounting Parameter Sheet

Accounts Receivable Parameter Sheet

Customer Job		
Billing Name Billing Address		
PO Number		
Invoice Parameters	<i>Invoice Description</i> <i>-Property:</i>	
	<i>-Services:</i>	
	<i>Required Documents:</i>	
Memorized Transaction Yes/No If Yes Please Complete	<i>Contract Amt:</i>	\$
	<i>Service Dates:</i>	
	<i>First Invoice Date</i>	
	<i>Last Invoice Date</i>	
	<i>Number of Invoices</i>	
	<i>Amount Per Invoice</i>	<i>Services: \$</i> <i>Sales Tax: \$</i> <i>Total Inv. \$</i>
Tax/Non Tax-Resale Cert Required		
Invoice Submission <i>(if Different from Billing Address)</i>	<i>Mail / E-mail / Fax</i>	
	<i>To Whom:</i>	
	<i>Mailing Address:</i>	





Systems
run
the
company

People
run
the
systems

The image features a white circle centered on a background composed of three overlapping shapes: a blue shape on the left, a green shape on the top right, and an orange shape on the bottom right. The text is displayed in a blue, sans-serif font within the white circle.

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