

OPTIMIZING YOUR BOTTOM LINE:

Things You Can Do Today, with Minimal Effort and Money



1

SUBSCRIPTION AUDIT

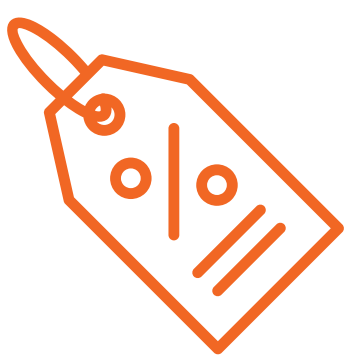
Examine all business-related subscriptions. If there's a tool or service you haven't used in months, consider discontinuing it.



2

OPT FOR TELECOMMUTING

Even a once-a-week remote work policy can result in noticeable savings on utilities.



3

ASK FOR EARLY PAYMENT DISCOUNTS

Contact vendors and inquire about potential discounts for settling invoices early.



4

FREE MARKETING CHANNELS

Dedicate a few hours today to boost your social media presence. Engage followers with posts, polls, or shared industry news.



5

GROUP PURCHASING INITIATIVE

Ring up neighboring businesses or industry colleagues. Propose a collective purchase of common supplies for potential discounts.



6

VIRTUAL MEETINGS

Save on travel and related costs by opting for virtual meetings through platforms like Zoom or Microsoft Teams.



7

REASSESS WORKSPACE

Can some areas in your office be repurposed? Reducing office space or restructuring can lead to rental savings.



8

BULK PRINTING

If printing is a regular business activity, consider bulk printing options or seek out competitive quotes from new vendors.



9

VOLUNTEER FOR LOCAL EVENTS

Instead of sponsoring events, volunteer your business services. It not only saves money but also builds community rapport.



10

REVIEW UTILITY PROVIDERS

Spend a few moments to compare utility rates. Sometimes, switching providers or negotiating your current rate can lead to instant savings.