

Skill Set No. 3

Organizing Your Business

Quick Start Guide

Now it is time to stop what you are doing and start getting your embroidery business organized. It is going to pay off in huge dividends. Go through and watch all of the videos in each program and then go back and re-watch them and implement what you have learned in each one.

Step 1. Create Time Saving Sales Tools - These tools are going to save you a great deal of time as you are waiting on your customers. These tools include a Thread Chart, Embroidery Font Sheet, Embroidery Style Layout Sheet, and Hang Tags for your samples. Start out with your Thread Chart and then select your fonts.

Step 2. Create your Quoting Tools. You need to be able to give your customers an instant quote as you are waiting on them and this will help you to bring in more jobs quickly.

Step 3. Set Up Your Embroidery Machine Production Scheduling System. Download your Embroidery Machine Production Scheduler and start adding all of your jobs to your scheduler. Even if you do not have all of the current information on each job, still add it to the scheduler. This way you will know exactly what you have in house to do.

Step 3. Create A Business Plan. This will help you grow a more successful embroidery business. You need a road map to follow, and your business plan is your roadmap.