

# BIZWIZ PROS QUESTIONNAIRE



— DO WHAT YOU DO BEST, WE'LL DO THE REST —

## BUSINESS EFFICIENCY QUESTIONNAIRE

What systems do you currently use?

What do you use each one for specifically?

How many employees do you have?

What are their duties and responsibilities?

How do you communicate with your clients?

How do you communicate with your team?

Do you keep track of company, employee and client interactions? If so, how?

How does your business handle phone calls and scheduling?

Do you have social media pages? Which ones?

Do you consistently post?

Do you have a Google business page?

How do you keep in touch with your past clients?

Do you currently have a system in place to ask for reviews? What system?

Do you respond?

CONTINUE ON NEXT PAGE

## BUSINESS EFFICIENCY QUESTIONNAIRE CONT.

Do you have any consistent marketing activities that you do? What are they?

Where does your business come from? What sources do you get leads from?

Do you ever have clients who do not pay on time? Do you have solutions for collecting?

How do you handle:

Payroll?

Bookkeeping

Invoicing

Do you have a sales team and how do you keep track of leads?

Have you identified any specific problems in your business?

What are some of your biggest frustrations that you would like to solve?

Do you have a website or need help with a website?

Additional Comments