



SCHOOLEY  
MITCHELL

# EASY AS 1-2-3

## STEP 1

- A)** A signed service agreement gets us started.
- B)** A signed letter of authorization lets us get information we need from vendors.
- C)** Current invoices for your applicable expense accounts – or online access.

We will work with your team to ensure that we get started as quickly as possible.

## STEP 2

- A)** Once our experts dig into your information, we will keep you informed of our progress and prepare our analysis.
- B)** This will likely require a few short phone calls to ensure we have everything we need.

## STEP 3

- A)** After our thorough review, we will share our findings with you in the form of a Value Report.
- B)** Once approved, we will implement our recommendations and continue as a middleman between you and your vendors.

A short time commitment for what could be a significant cost reduction – and a long-term time saver!

**28% Average Savings  
Recovered For Our Clients!**