



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.

This step will likely take less than 30 minutes for someone in accounts payable.

STEP 2

- A)** 4-6 weeks is our average to dig into the details and prepare our analysis.
- B)** We may need to hold a 10-15 minute call during this time frame to ensure we have everything we need and to inform you of our progress.

STEP 3

- A)** 30-60 minutes to share our findings and our Value Report with you.
- B)** We implement recommendations approved by you.
- C)** We can become a single point of contact for your cost management going forward.

Total Commitment Is Under 2 Hours For
What Could Be A Significant Cost Reduction
– And A Long-Term Time Saver!

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