



Cost Reduction

1. Set a target
2. Don't do it single-handed
3. Low hanging fruit:
 - Utilities
 - Telecoms
 - Water
 - Merchant Card Services
 - Fuel
 - Stationery
 - Print
4. Speak to your main supplier
 - Renegotiate
 - Benchmark
5. Review people costs
 - Outsource

Review the costs in your business