

Checklist

Complete this checklist every six months to ensure your business is always ready to contract.

- Supply Nation certification / registration for my business is current.
- My business website is live and up-to-date.
- The Indigenous Business Directory listing for my business is current and accurate.
- Buyers know how to contact me. My business contact details are accessible and correct.
- I am registered on the government tender websites and have subscribed to tender alerts.
- My team and I know my business's unique selling / value proposition.
- My business has meetings planned with business owners within companies / organisations we want to do business with.
- My business knows what trends and issues are affecting our current and prospective clients.
- My business's subscriptions are current e.g. listing on Supply Nation's Indigenous Business Direct.
- My capability statement is current.
- My business is financially healthy:
 - » It is solvent – the business can pay its debts when they fall due
 - » Tax and super payments are up-to-date
 - » I know the balance of business bank account
 - » The business has no bad / doubtful debts
 - » The business has very few aged debtors
 - » The business has at least two months working capital
 - » Business and personal expenses are kept separate.
- My business keeps all records as required by legislation.
- I know why a client would choose to do business with me / my company.
- I know when a desired client is under contract, who the supplier is and when the contract is up for renewal.

