



Define The Project

Step
1

- 1) Identify priority expense(s)
- 2) Document gathering
- 3) Fact-finding discussion
- 4) Authorization

Step
2

- 1) Baseline costs
- 2) Baseline Report
- 3) Analysis
- 4) Vendor quotes and analysis
- 5) Vendor negotiation
- 6) Value Report – Best Options

Step
3

Approval for savings – you choose your best option

Step
4

Implementation – we instruct/manage the vendors to get the improvements/savings implemented

Step
5

\$\$ Saving Realized \$\$

Step
6

- 1) Post Audit Process – Monthly Monitoring
- 2) We examine your invoices monthly
- 3) We examine the marketplace on your behalf
- 4) We are Watchdogs over your vendors – new opportunities, price creep, errors in bills

Step
7

Phase two – additional expenses to review
This step can begin at any time during step 2, 4, or 6