START AND SET UP

Supplier readiness checklist

Name _____ Business _____ Date _____

You will finish with
Your supplier pack with gaps marked, the cash you need before a bigger client pays, the job's profit, and a yes or no on taking the work.

1. The client

Fill this in **before** you answer a bigger client.

Client and type of work (e.g. property company, monthly garden maintenance)

TIP
Ask for their supplier checklist first
Ask the client which documents and approval steps they need. Then fill in the table below.

2. Your supplier pack

Your **supplier pack** is the documents a client checks before it adds you as a supplier. Tick what you have. Write the expiry date for documents that must be renewed. Add anything else the client asked for.

Document	Have it?	Expiry date	What I must do
Business name, contact details, proof of address			
Registration documents			
Bank confirmation letter			
Tax information (e.g. SARS tax number, VAT number if registered)			
Business profile (1–2 pages: what you do, who you help, examples of work)			
Quote and invoice templates			
References or photos of past work			
Insurance, licences, permits or safety documents			

WARNING
Send private documents safely
Before you send bank or ID documents, confirm who is asking, why they need them and how to send them safely.

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3. The money

The **cash gap** is the money you must spend on the job before the client pays you. List each cost you pay before payment day.

Cost before the client pays	Amount (R)	When I pay it
Materials or stock (e.g. 20 000)		
Labour (e.g. 8 000)		
Transport (e.g. 4 000)		
Other		
Total cash gap (e.g. 32 000)		

The client pays (e.g. 30 days after a correct invoice) and my first payment date is

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Money I can use now (R) - Total cash gap (R) = Money left or short (R)

Price of the job (R) - All costs of the job, including the cash gap (R) = Profit (R)

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4. Can you take this work?

Tick each point you can confirm. Every unticked point is a question to settle before you say yes.

- **CHECKLIST**
  - ☐ Money left or short in section 3 is R0 or more, or I know how I will cover the shortfall
  - ☐ The profit in section 3 is more than R0 and worth the work
  - ☐ I have the people, tools and transport for the work
  - ☐ My regular customers will still be served
  - ☐ Scope, deadlines, price and payment terms are in writing
  - ☐ I know what document lets me start (e.g. accepted quote or **purchase order**: the client's written order with the price)
  - ☐ I know who approves the work and what my invoice must show

- **WARNING**

Do not start a large job on a verbal promise

Get the scope, price, payment terms and approval in writing before you spend large amounts.

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Next step

First missing item to fix
(from section 2 or 4) _____

Who will do it _____

By when (date) _____

When to redo this

Redo sections 1, 3 and 4 for each new bigger client. Check section 2 every three months, so documents and expiry dates stay current.

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