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In our vast business dealings, we have realized how various business ventures have not succeeded as a result of the lack of vital information critical to their success. Whether the business is large, small, or even a sole proprietor, knowing the true cost of operations is paramount to its survival. Years of experience has taught us that managing a business activity, and problem solving skills can be broken down very simply as follows:

Basic Business Management:	<b>Basic Problem Solving:</b>
Plan	Define the Problem
Assign	Develop a Plan
Follow Up	Implement the Plan
Report	Measure the Results

Without forecasting, capturing, and analyzing critical empirical data, there is no roadmap to successfully navigate a business. There is an old saying; "If you can't measure it, you can't manage it." Each business has their own data that is important to pay attention to. We call these "Key Process Indicators" (KPI's).

Ninety percent (90%) of new business' fail within the 1<sup>st</sup> 2 years of existence because they had no plan, nor did they have a way to track and match their expectations.

Also, ninety percent (90%) of all failures are the result of poor management. Many times, the amount of number crunching and statutory regulation requirements have overwhelmed the business owners who lose focus on their KPI's and flounder on saving the business by ignoring paperwork and just trying to sell and work harder producing their product or performing their services.

The Reams Group, LLC (TRG) has experience in all facets of business entities from manufacturing to service based organizations. We have had our fair share of setbacks, and learned which techniques should be avoided. Our experience in marketing, operations, quality, logistics, and analysis is scalable to any sized business, and in most business environments.

We utilize Microsoft Office products to get a business organized, and lay out the correct business approach. Almost all business systems in place can be downloaded into a Microsoft Excel Spreadsheet.

We consider spreadsheet analysis as a critical tool to convey the correct data to the empowered decision makers, customers, and other institutions. Attaching spreadsheets to e-mails is the preferred communication between businesses. We are proficient in all Microsoft Office Programs, and can utilize the built in visual reference capabilities for a better understanding of your intended audience (Whether the user is Internal or External).

Contact us, and we will meet with you to discuss how we can help you with your business regardless of size. We have a non-disclosure agreement that will ensure that your information remains confidential.

## Cordially,

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Bill Reams, President & CEO