

TKO and the Q-Template™

Affordable systems manuals for small business

We are committed to helping you create a living document for your business. We aim for your staff to love your system manual nearly as much as you do.

If you are a business owner, only systems can set you FREE!



How can a systems manual benefit you and your business?

- Increase productivity, quality and consistency.
- Make your business independent of you —you won't need to spend so much time there!
- Save money on training new staff —help them become productive quickly.
- Add to the value of your business and make it easier to sell.
- Integrate Human Resources, Occupational Health & Safety and Quality Management.
- Make the step to full quality assurance certification easy.



Why is a McDonalds franchise worth 5 times more than an average business?

McDonalds is run by teenagers! How is this possible? Answer—All the instructions for the day-to-day operations of a McDonalds franchise are in system manuals.

Documenting operations is a large task. How can you make it simple?

1. Use simplified software designed for the task—TKO.
2. Use a business template—a Q-Template™!

What is TKO?

TKO stands for Turn-Key Operation. It is integrated business modelling software designed for small business. You can design, document, organise and measure performance of your whole business in the TKO database. Find out more at www.cornstalksoftware.com.au

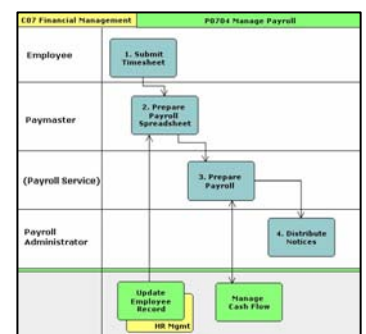


What is a Q-Template™?

Small businesses have a lot in common—a Q-Template™ is a collection of procedures, work instructions, forms and spreadsheets that describe a typical business. Q-Templates™ are customisable TKO databases that give you a head start with documenting your system. Q-Templates™ already have a lot of the hard work already done. Find out more at www.qdt.com.au

What is it like to use a Q-Template™ with TKO?

1. With guidance from our consultant or the manual, you go through the Q-Template™, adapting it to fit your business. You learn how to professionally document your core operations in plain English in the Q-Template™ style. After the core operations, you match and fit the rest of the Q-Template™ documentation to your business.
2. If you have existing forms and work instructions, the Q-Template™ system makes it clear where to include them. If you need to create forms and work instructions, our consultant helps you learn to do this, with a professional-looking result. A Q-Template™ already has a large number forms and work instructions ready for you to adapt and include.



Now you can keep everything about your business system in this easy-to-use on-line database!

