

Business Overhead Reduction Checklist



Perform a Business Audit

- Check your vendor contracts and consider reaching out about a new rate
- Review your current utility rates and try getting a lower rate/contacting a competing utility
- Audit your software/tool subscriptions to see what's being used and what can be cancelled
- Review employee performance to see if cuts should be made



Boost Business Efficiency

- Hire an accountant to ensure finances are in order/give yourself time to drive business
- If possible, switch employees to remote/alternating remote schedule to require less office space
- Review employee performance and determine if anyone needs to be let go
- If a job role is leaving unutilized hours, combine the role with another to lower costs
- Drop your landline and use a VOIP service to be more efficient and lower monthly utility costs



Go green

- Replace any non-CFL or LED bulbs with proper CFL and LED bulbs to reduce energy use
- Install motion-activated lights in low-traffic areas
- Replace outdated appliances with Energy Star appliances to lower your electric bill
- Offer paperless billing to your customers to reduce your paper use and costs
- Cut back on paper use within your workplace and go digital to further drop paper expenses
- Use a third-party green energy supplier to reduce your energy costs