Business name: EASTSIDE TILING. Qbcc license #0000000

Business is registered with ABR and has a ABN.

Business is registered with the ATO for tax, GST and financial reporting purposes.

Owner is a sole trader licensed with the Qbcc as a sole trader.

All financial reporting is done via my accountant.

As I am an owner operator, any and all decisions are made by me with the assistance of a solicitor for major contracts.

My business will comply with the Australian workplace health and safety standards.

All works will comply to Australian standards of wall and floor tiling.

All work will be done ensuring to follow the federal environment protection and biodiversity act.

I do all of my documentation electronically as much as I can including, quoting, invoicing, paying bills, communicating, financial recording, contracts and loans. All of this is backed up to an external hard drive on a monthly basis so as I have an extra copy in case my computer breaks down.

All providers of materials to my business will be from companies that I have dealt with in the past and whom have always given the best customer service, supplied materials on time and in good condition. These companies always contact you well in advance when stock is getting low as this leaves time to make alternate arrangements. Through monitoring and continual evaluation of all suppliers you can be assured of any possible forthcoming issues.

Where necessary when negotiating contracts I would seek legal advice from my solicitor to ensure that the contract is in everyone's best interest and that there are no hidden clauses that could be detrimental to my business.

Once a contract is in place I would require a purchase order to be issued to me so as I can start the procurement of materials for the job. Once a purchase order is in place I would start negotiating with suppliers to get a] a good product. b] a good price for said product. C] a guarantee that the supplier has the materials in stock and that they will be delivered on time and in good condition.

As my business is new I will be working from my place of residence, but if the need arises I would lease a storage unit on the ground floor at a storage unit complex to allow me to buy glue and other material in bulk to get a better price. This will allow me to keep my overheads down freeing up funds for anything that can go wrong e.g. late payment from builder, replacement of tools that break.

Some of the internal risks involved in the tiling business are .a. cash flow .b. supply failure. Some external risks involved are. A. floods making it impossible to get to work .B .fire to storage premises and loss of materials.

The probability of the identified internal risks is likely as all it would take is a builder to be late making payments of invoices or the supplier not informing me of low amount of stock and I could be out of money or no materials means I can't do any work which again means no income. The probability of the identified external risks is unlikely.

As the identified risks for the external risks are unlikely, insuring against these is my option to ensure I'm covered for any loss or downtime in my business.

The internal risks that I have identified can be insured against by making sure that you have sufficient funds in a back up account and also sufficient materials stored to allow for delays in deliveries.

My business would be covered by the following insurances, professional liability, income protection and comprehensive insurance for both my vehicle ,tools and any premises that I'm using.