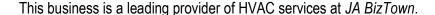


Heating & Cooling Industry

Business Overview





CEO

- 1. Submits loan application.
- 2. Signs all business payroll checks.
- 3. Oversees business operations and makes business decisions.
- 4. Works with employees to determine pricing of products.
- 5. Signs Insurance Policy and Rental Agreement.
- 6. Completes the Business Improvement Plan.
- 7. Works with Sales Associate(s) to reorder additional inventory, if needed.
- 8. Prepares and gives speech at the Opening Town Meeting, if time permits.

CFO

- 1. Obtains bank loan.
- 2. Inputs employee payroll information.
- 3. Prints and distributes employee payroll checks.
- 4. Makes business expense payments.
- 5. Makes business deposits and tracks loan payoff progress.

COMFORT CONSULTANT

- 1. Distributes supplies received from the Supply Center.
- 2. Sells Corporate HVAC Units to each business CEO.
- 3. Completes financial paperwork with customer once approved.
- 4. Conducts temperature audit of each business and reports areas of improvement to business CEO.
- 5. Provides excellent service.

