

Six Common Cash Leaks

CASH LEAK SCORESHEET

Work through each statement honestly. Score yourself on how consistently your business does each one. **There are no wrong answers** — a low score on any area means that leak is costing you money right now.

Statement	1	2	3	4	5
Score Key: 1 = Never / Not at all 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always / Yes, we nail this					
LEAK #01 — Pricing That Undervalues Your Work					
We review and adjust our prices at least twice a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We are confident charging prices that reflect the real value we deliver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We calculate the full cost of a job — including our time — before we quote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEAK #02 — Scope Creep With No Charge					
Jobs are completed within the original scope we quoted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We charge for variations and additions without hesitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a written process for approving and charging all variations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEAK #03 — Late Payments and Bad Debtors					
Our invoices are paid within agreed terms — we rarely chase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We collect a deposit before work begins on every job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We follow up unpaid invoices promptly and without hesitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEAK #04 — Unnecessary Expenses and Waste					
Every subscription and tool we pay for is actively used and justified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We review and renegotiate supplier costs at least once a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We review our P&L monthly and question every expense line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEAK #05 — Poor Team Productivity					
Every team member has clear, measurable KPIs they are accountable to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our team output consistently justifies what we pay in wages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We run a regular team check-in to track output and accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LEAK #06 — Quoting and Conversion Losses					
We follow up every quote within 24 hours without fail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We track our quote win rate and actively work to improve it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our quotes lead with value and outcomes before presenting the price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 2: ADD UP YOUR SCORES

Add together your three scores for each leak. A low total means this leak is likely costing you money. A high total means you have this area under control.

Cash Leak	My Score (add up your 3 answers)	Priority?
#01 Pricing	/ 15	<input type="checkbox"/> Yes <input type="checkbox"/> No
#02 Scope Creep	/ 15	<input type="checkbox"/> Yes <input type="checkbox"/> No
#03 Late Payments	/ 15	<input type="checkbox"/> Yes <input type="checkbox"/> No
#04 Expenses	/ 15	<input type="checkbox"/> Yes <input type="checkbox"/> No
#05 Team Productivity	/ 15	<input type="checkbox"/> Yes <input type="checkbox"/> No
#06 Quoting	/ 15	<input type="checkbox"/> Yes <input type="checkbox"/> No

STEP 3: WHAT YOUR SCORE MEANS

3 – 6	Major leak. This area needs urgent attention — make it your top priority.
7 – 10	Some leakage. Getting there but room to tighten this up.
11 – 15	Well managed. This is not a major leak for you right now — keep it that way.

MY #1 PRIORITY LEAK THIS WEEK:

Leak: _____

The one action I will take this week:

I will complete this by: _____