

**Telecom · Credit Card Processing · Banking · Check Guarantee/Verification
Shipping/Postage · Equipment Purchasing · Additional Services at Client's Request**

Complimentary Analysis · Fee is a Percentage of Savings · No Savings...No Fee!

STEP 1: DETERMINE CLIENT NEEDS

- Client determines particular vendor services ORS will analyze.
- ORS takes inventory of client's services and equipment.
- Client and ORS complete "Expense Analysis Workbook".
- Client provides ORS "Letters of Authorization" that authorize vendors to assist ORS.
- Client provides ORS its vendor invoices, statements, and contracts to analyze.

**STEP 2: PERFORM RESEARCH**

- ORS contacts vendors and obtains additional records.
- ORS analyzes invoices, statements, and contracts.
- ORS researches costs, promotions, and service quality with current and alternate vendors.

**STEP 3: RECOMMEND SOLUTIONS**

- ORS presents findings to client.
- ORS recommends solutions to reduce vendor costs through discounts, promotions, and eliminating unnecessary services and features.
- ORS identifies ways vendor services can increase productivity and decrease inefficiency.
- ORS recommends plan to acquire refunds and credits.

**STEP 4: IMPLEMENT SOLUTIONS**

- ORS negotiates refunds and credits.
- ORS negotiates price promotions and discounts.
- ORS optimizes vendor services to reduce inefficiency, waste, and increase productivity.
- ORS places orders and coordinates any changes to services.

**STEP 5: FOLLOW-UP**

- ORS ensures changes are correctly implemented.
- ORS verifies and ensures accurate billing.
- ORS creates client resource report with vendor contacts, phone numbers, contract status.

**STEP 6: INVOICE CLIENT**

- ORS invoices client.