



TRAINING MANUAL

EAGLE TEAM
MISSION STATEMENT

*To enrich the lives of others
in terms of
health, wealth and happiness,
and to create the environment
for personal growth for those
who have the courage
to pursue their dreams within
a free enterprise system.*

ACRES OF DIAMONDS
MISSION STATEMENT

*To improve the quality of life in terms of
spiritual, mental, physical and financial well-
being, building of character, development of
leadership and creating awareness of the
environment in harmony with our Creator and
fellow man.*

Foreword

Dear Eagle

*One must understand that you have started in your own business and that it is up to you to make it work. Your up-line will guide you but it is up to you to seek that guidance. Set a goal to equip yourself as soon as possible. Your first priority should be to become familiar with the products by using them. Your second priority should be to learn to show the plan and then to start showing it. By leading by example qualifies you to equip others . The more you can develop others that don't need you, the stronger your business will become. Sponsor, equip and then **let go**.*

Strive to earn what is available at every level in the business as we are in the business of giving hope. If we don't take steps or earn what we should, we basically are telling people that the business is not working.

Get momentum in the business by going wide and deep as soon as possible. The only way that you are going to get people to follow you, is if you are leading by example.

Use this manual as a guide to help you develop a strong and profitable business.

Regards

Charlie & Alta

IN SERVING ONE ANOTHER WE BECOME FREE

EAGLE TEAM TRAINING MANUAL

This Training Manual has been approved by the Eagle Team Leadership.

The purpose is to have a tool to standardise training throughout the Eagle Team in all countries where distributors operate.

It is the responsibility of all owners to prevent misuse of the manual and its information at all times.

OWNER (NAME) : _____

MAILING ADDRESS : _____

TEL NO. : _____

E-MAIL ADDRESS : _____

If found, please return the manual to the owner or contact the

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EAGLE TEAM TRAINING EVENTS

THE IMPORTANCE OF GAINING KNOWLEDGE IN DEVELOPING YOUR BUSINESS

The development and ongoing improvement of product and marketing plan knowledge is one of the important factors contributing to long-term success of an Eagle Team Distributorship.

Regular attendance at all available training meetings offers distributors the ideal opportunity to upgrade their knowledge, meet new distributors and share experiences and information.

Make the attendance of all available Eagle Team and company training events part of your business plan.

The following training programs form part of the Eagle Team Business Development System.

WEEKLY TRAINING & COUNSELLING

Counselling, done once a week, is designed to be attended by all new and existing distributors in order to learn phoning techniques and review basic product and business knowledge. It is done in an informal setting where people can gain confidence, personal skills and develop as a leader.

MONTHLY ALL DISTRIBUTOR TRAINING

This is possibly the most important monthly event to attend, where recognition of the previous month's results, payment of monthly bonuses and positive training is given.

LEADERSHIP TRAINING

As your Distributorship grows, management and leadership skills become important. Leadership workshops for Distributors (1000 PV and up, or otherwise indicated) and Directors are planned to develop these important aspects.

SPEAKER TRAINING

Regular Speaker Training sessions are designed to assist you to successfully present the opportunity and build confidence to speak in front of people.

A "Speaker" certificate is awarded, to those distributors who attain the desired proficiency in presenting the Business Opportunity.

EAGLE TEAM WEEKEND FUNCTIONS

The Eagle Team Weekend Functions are a must if you plan to make a success of your GNLD Business.

WEEKEND FUNCTION SPEAKER QUALIFICATION

(JUDGED OVER 3 MONTHS PRIOR TO THE FUNCTION)

- 500 Personal PV - 5 points per month.
- Qualified in status - 10 points per month.
- Sponsoring a member - 10 points per month
- Upgrading a member
 - Man. - 10 points per month
 - S/Man. - 15 points per month
 - Dir. & Ed. - 20 points per month
- Total QPV - last 3 months
- The total of all 5 categories will determine who qualifies for a session

EAGLE TEAM CAREER PLANNING AND LEADERSHIP CONFERENCES

(ACRES OF DIAMONDS)

These conferences are held from time to time in an informal, highly personal atmosphere. A career planning conference is a unique experience, which sets the stage for a whole new understanding towards building a better business. This is your opportunity for higher education in the fundamentals of your business. By attending career planning conferences you'll have the opportunity to spend action packed days talking with and learning from some of the most successful distributors. Learn first hand exactly what it takes to achieve your dreams through your GNLD business.

EAGLE TEAM INCENTIVES



SAVINGS CLUB

The Eagle Team encourages distributors to save money and R20, R50 and R100 savings are given to distributors who meet the specified requirements. The up-line Qualified Directors (4000 pv unit) are responsible for the payment of these savings.

- A special savings account must be maintained at a bona fide banking institute
- The distributor must deposit the cheque/cash received with an equivalent amount.
- No withdrawals may be made from this account. Once a withdrawal has been made the distributor will no longer qualify for the Savings Club
- Only Savings Club money must be deposited into this account

Savings Awards:

- R20 - to a distributor achieving, together with his team, 500pv in a GNLD month
- R50 - to a distributor achieving, personally, 500pv in a GNLD month.
- R100 - to a Director achieving 4000pv in a GNLD month.

NB (PV CREATED MUST INCLUDE 100 PERSONAL PV)

Q12 CLUB

Directors are recognised for consistently qualifying with 4000 QPV for 12 consecutive months. They are then awarded a certificate after each 12 month period that they have consistently qualified. The certificates presented are the Plain, Sapphire, Ruby, Star, Gold and Diamond respectively.

Q12 Qualifiers are annually rewarded with a dinner at an up-market restaurant.

WEEKLY TRAINING & COUNSELLING

PURPOSE

The main goal of training is to duplicate yourself successfully, so that people in your team will start their own training.

CHARACTERISTICS OF THE TRAINING LEADER

- They are leading by example
- They have a growing nursery of new developing down-line
- They are excited and enthusiastic
- They are committed
- They are prepared to go the extra mile
- They attend all functions
- They are sponsoring people
- They use the products 100%
- They are growing personally through listening to CDs and reading positive books

GUIDELINES

- Training should not exceed 1 hour -keep it short and informative
- Only allow positive sharing at training
- Refrain from **social discussions** - **stick to business topics** during the hour of training
- Do not **sell** any other things at training e.g. raffle tickets
- Have 3-minute slots for each product discussion – no more than 3 products
- Have one 15-minute slot for business basics
- Be creative and have fun
- Training should motivate and inspire
- Rather have a lot of small exciting, productive groups, than one large group
- Have combined training once a month
- Maintain regular contact with all your training groups
- Give recognition every week – New distributors, PV sold, new Customers, Product Demonstrations, One on One's etc.
- Developing new training groups helps people take ownership and develop faster
- **Do not** do all the training yourself – allow people to grow
- Only active members should speak on training topics

EXAMPLE OF AGENDA

- Master of Ceremonies welcomes everybody enthusiastically
- New people can introduce themselves and share their goals, dreams...(1 minute)
- Product discussions – talk from personal experience
- Product testimonies
- Business basics (Plan, demos, goals, next step, tips on contacting prospects, etc)
- Sell impending events
- 5 minute motivational close

LEADERSHIP TRAINING

Dress Code : Smart Casual

Venue : Public Venue

Time : 19h00 - 20h30

Attendees : 1000 PV and up (or otherwise stipulated)

PROGRAMME:

- 19h00 - 19h30 : Cover dish (optional)

- 19h30 - 20h30 : Group discussions on different aspects of Leadership (listed below)

* Assign A.D.T. sessions using the monthly result form

TOPICS TO CHOOSE FROM FOR LEADERSHIP SESSIONS

- Goal setting
- Leading by example
- Taking ownership
- Dream Charts
- Characteristics of a good leader
- Money management
- Time management
- Duplicating yourself effectively
- etc.

MONTHLY RESULTS FORM

RESULTS FOR THE MONTH OF:.....						
NAME	STATUS	NEW CUST	NEW DISTR	NEW UPGR	PERS PV	QUAL PV

MONTHLY ALL DISTRIBUTOR TRAINING

(SATURDAY AFTERNOON OR MONDAY EVENING AFTER MONTH-END WHEN CHEQUES ARE AVAILABLE)

- Dress Code : Business attire / smart casual
- Venue : Public Venue
- Time : 14h30 - 17h30 Saturday or 19h00 – 20h30 Monday
- Cost : +/- R10 per person (this varies from country to country)
(Pays for tea/coffee, biscuits and venue)

WELCOME: MC

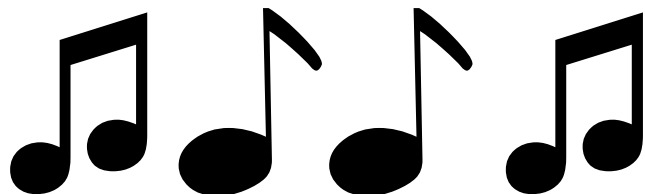
Explain why we have an A.D.T.

- to train on basics
- for recognition
- to hand out bonuses

SPEAKERS:

- Must give a short ID with their sessions
- Who qualifies to speak - People who had results the previous month

Play positive, lively music before starting, during recognition and tea breaks as well as to introduce speakers



MONTHLY A.D.T. PROGRAMME AND SPEAKERS

MC's: _____

15 MINUTE SESSIONS

SPEAKERS

	ATTITUDE	
	BUILDING NAMELIST / INVITING	
	FOLLOW UP & BUSINESS LAUNCH	
	DEVELOPING CUSTOMERS INTO CONSUMERS	
	RECOGNITION	
	<i>TEA BREAK</i>	
	BONUS PAY-OUTS	
	GOALS AND NEXT STEP	
	MOTIVATIONAL CLOSE (5 min)	

5 MINUTE FILLER SESSIONS (Choose a couple & disperse between main sessions)

	SELL GNLD & E.T.	
	PRODUCT STORIES	
	TIME & MONEY MANAGEMENT	
	DUPLICATING YOURSELF EFFECTIVELY	
	LEADING BY EXAMPLE	

EAGLE TEAM SPEAKER TRAINING GUIDELINES

Speaker training is a vital part of leadership development. Every job has its specific tools e.g., mechanics use tools, doctors use scalpels and stethoscopes, dentists use drills and pliers. The tool that leaders use most and therefore need to develop most is their ability to communicate effectively.

Communication is not merely speaking but the ability to communicate ideas and concepts in order to inspire people, to build relationships and get people to take action. "How" they say things, "what" words they use and "when" they say things are important. Words create pictures in the minds of people and if words and concepts are not planned carefully they may evoke the wrong response from people.

Everyone with a desire to lead people can learn how to become an effective leader. Therefore anyone can learn to communicate effectively. It has been proven on many occasions that people who are generally shy and timid can lead a conversation in an authoritative manner when they are familiar with a topic and feel passionate about it!

The purpose of these guidelines are twofold. One is to teach you how to present the marketing plan correctly (technically and psychologically). Secondly, to use this new knowledge in your business by introducing people to the business opportunity and thereby gaining confidence and benefiting financially!

The best way to benefit from these guidelines is to use these notes as a basis and make your own notes where it is required. Then write your own detailed script for a presentation based on the guidelines. Attend all possible business presentations and listen to various speakers to get ideas. Once you have a script in place that you feel comfortable with, learn it off by heart, then get practice by presenting it to your up-line, partner/spouse etc. The final stage is to be evaluated by the regional leaders in order to qualify for an Eagle Team Speaker Certificate

The time that you invest in doing all this will benefit you for the rest of your life. Not only will you experience personal growth, increased confidence and growth in your GNLD business, but your increased confidence will also reflect in other areas of your life!

PURPOSE OF SPEAKER TRAINING

1. Need for Standardization within the Eagle Team:

With the continued growth of the Eagle Team, the need for more qualified speakers is increasing. We are not creating clones, but need to be assured of quality presentations. The training needs to be kept simple for easy duplication nationally and internationally.

2. Individual Growth:

Dependency on other speakers only, retards the growth of your own business. Becoming a qualified speaker gives added confidence in the business.

3. Learn from each other:

The biggest room is the room for improvement. Being teachable allows you to learn from others.

HOW TO BUILD YOUR NAMELIST

IMPORTANCE OF A NAMELIST

Your name list is your biggest asset in the business. It's the backbone and heart of your business. You need the names to expand your business. Without names you will have no business. The sooner you start compiling your name list the sooner you can start building your business and reaching your goals and dreams.

You need to USE your name-list once you've compiled it. "T.T.P." - talk to people.

QUALIFY THE NAMES OF YOUR PROSPECTS. Jot down some notes about these people, i.e.

- What are their ages?
- Who do they live with?
- What kind of work do they do?
- What are their interests?
- What is the most recent event that has taken place in their lives?
- What kind of things are they talking about doing in the future?
- What are their "hot buttons" (things that will turn them on)

TIPS ON BUILDING A NAMELIST

- Always have a pocket book with you – small papers get lost
- Exchanging business cards works well
- Personal contacts work best – advertising is a waste of time

A. IMMEDIATE PROSPECTS

1. Family
2. Friends
3. Neighbours

B. SECONDARY PROSPECTS: ACQUAINTANCES

1. Who do you know through: Children, school, pets, clothes, cars, services to your family and home, military, previous jobs, clubs, church, committees, shopping, etc.
2. Consider sources of people - not just a name - (use name generator list)
3. Keep adding to your list - when you think of a name write it down immediately.

C. YOUR BIGGEST SOURCE OF NAMES

Strangers - who want to become friends

1. Develop awareness of prospects every day - make it a habit
2. View people as either already in GNLD, or that they would like to be
3. Learn to be a good listener. If you are sincere and listen to the people, they will soon invite themselves.

D. CIRCULATE AND CULTIVATE

By shopping at the same place frequently and going to the same restaurant and shops you will establish good rapport with certain individuals, leading up to an invitation to look at your business.

E. EXPLORE other possibilities for making contacts.

F. ENSURE that you add at **LEAST** one name per day to your name list.

NAME GENERATORS

SOURCES:

Parents
Brothers & Sisters
Uncles (Paternal & Maternal)
Aunts (Paternal & Maternal)
Cousins
Nephews & Nieces
Friends
Acquaintances
Neighbours
Classmates (Matric Year book)
Classmates (College/University)
Sport (Team-mates)
Work (All departments)
Church
Social Occasions
Associations & Clubs

BUSINESSES/PROFESSIONS:

Motor dealer / Salesman
Insurance salesman
Petrol station attendant
Grocery store manager / clerk
Insulation installer
House painter
Heater / Air conditioner salesman
Mechanic
Hardware store manager / clerk
Chemist
Plumber
Shoe repairman / store
Carpet cleaner
Furniture salesman
Furniture re-upholsterer
Electrical appliance repairman
Butcher
Bank manager / teller
Dry cleaner
Bookstore manager / clerk
Seamstress / alterations
Barber / Beautician
Optometrist
Travel agent
Photographer
Florist
Jeweler
Sports shop manager / clerk
Golf, tennis or sport instructor
Printer
Music store owner / clerk
Doctors / Dentists
Veterinarian
Nurses
Legal profession
Community leaders
Politicians
Police
Traffic officers
Army

OTHERS:

Cold contacts
Notice boards/Adverts
A B C Male/Female names
A B C Surnames

Towns, cities and countries

WHO DO YOU KNOW THAT:

Is bald?
Has red/brown/blond/grey hair?
Has short/very long/smooth/curly hair?
Has blue/brown/green/big/small eyes?
Is cross-eyed?
Has good/bad/freckled/light/dark skin?
Is very tall/short?
Is thin/big/well-built/plump?
Is good with computer/maths/languages?
Has a degree? (One or more)
Wears glasses/contact lenses?
Wears hat/caps/wig/scarf/jewellery?
Keeps dogs (different breeds)
Keeps cats/rabbits/mice?
Keeps birds/budgies etc.?
Plays golf/tennis/any sport/etc.?
Is a runner/cyclist/swimmer/walker?
Likes races?(Motor cars/bicycles etc.)
Tans/burns easily in the sun?
Is very clever?
Can't swim?
Is very shy/out going?
Writes beautifully/badly
Can play darts/snooker?
Does not like liver?
Likes jelly/fudge/chocolate cake?
Is bashful/bubbly?
Wears check shirts/red pants /suits /tracksuits
Lost his false teeth?
Wears braces?

COMPLAINS OF:

Tiredness?
Insomnia?
Migraine?
Constipation?
Overweight?
Arthritis?
Gout?
Appetite (Small/Big)?
Heartburn?
Stress?
Concentration problems?
Forgetfulness?
Infections?
Irritability?
Sinus?
Acne?
Allergies?
Cold feet/Hands?
Eczema?
Cholesterol
Hormone imbalance?
Mouth sores?
Muscle cramps?
Spastic colon?
Swollen legs?
Diabetes?

YOUR PHONE LIST

	NAME	ADDRESS	TEL. WORK	TEL. HOME	INFORMATION

ONE ON ONE CONTACTING

Ask prospect: Would you be open to look at a business idea? / or are you open to look at ways to increase your income?

Usual answer: What's it about?

Your reply: It's to do with business development marketing, but in order for me to tell you more we'll have to get together so I can show you what I've got in mind.

When would suit you?

You can either use the financial opportunity approach or the product approach.

ONE ON ONE BUSINESS PRESENTATION

Find a time and place that would suit the prospect.

Dress smart casual.

Take along black GNLD bag containing:

- Demo board, crayon, paper towels
- Super 10 in a spray bottle mixed 1:10
- LDC in a mixing bottle mixed 1:5
- 1 Scoop G1 in a container
- Notepad & pen to show the plan
- Literature from Eagle Team: Price comparison, CD's & DVD's, ET Member Application form etc.
- Literature from GNLD: product brochure, A-Z Homecare Hints & Tips, Lifestyle magazine, GNLD Member Application pad, Retail Sales Book, Product pricelist etc.

Have a GNLD literature kit, ET Literature Pack, and some stock in your car.

Build a friendship with your prospect.

Find out about their work, family, dreams.

Show the plan briefly & demonstrate the 3 products. This should not take more than 30 min. Answer questions and leave with either a new customer or new distributor.

Get them to a Company or Eagle Team event.

PHONE SCRIPT GUIDELINES

(To invite people to an open presentation)

FIRST CALL

Hi Jack...is it convenient for you to talk right now?

(Get the small talk out of the way)

May I ask you a question?

Would you be open to look at a way to increase your income?

(Wait for an answer to your question)

Great! I may have something exciting to share with you. I am in a big rush at the moment and will call you back in a day or two.

FOLLOW UP CALL

Jack.... can you talk right now?

We need to get together sometime to give you and Sue more details. I would also like you to meet some of our Associates. Which evening next week would suit you best, Tuesday or Wednesday? Good! Will it be in order if we set it up for 7:20pm for about 1½ hours? Can you organize babysitters? Take this as confirmed and I'll call you back later to give you the venue.

DAY OF PRESENTATION

Hi Jack! Have you got a pen and paper handy? We will meet at this venue at 7:20pm. (Preferably arrange to pick them up at 7:00pm)

By the way it is a business presentation so dress accordingly. You are really going to be excited when you see what we have to show you.

SOME RESPONSES MIGHT BE:

- What is it?
- Do I have to sell anything?
- Yes, what do I have to do?
- Is it GNLD?

YOUR ANSWER SHOULD ALWAYS BE:

That is exactly what I want to show you.

PHONE SCRIPT – PROFESSIONALS

FIRST CALL

Good Morning Doc (etc)...is it convenient for you to talk right now?

I have seen a fantastic new business, which has great income potential. It is not time consuming nor are they looking for investments. Would you like to find out more about it? I'll call you back in a day or two and arrange to get together.

FOLLOW UP CALL

We need to get together with you and Mary one evening to discuss more details. I would also like you to meet some of our Associates. How would sometime next week suit you? Good! Which evening would be best - Tuesday or Thursday? Will it be in order if we set it up for around 7:20pm for about 1½ hours? Take this as confirmed and I'll call you back next week to give you the venue.

DAY OF PRESENTATION

Hi Doc! Have you got a pen and paper handy? We will meet at this venue at 7:20pm (You can also arrange to pick them up). By the way it is a business presentation so dress accordingly. You are really going to be excited when you see what we have to show you.

BUSINESS PRESENTATION INFORMATION

NB. People don't sign up because of who the speaker is or what he says, but because of the general atmosphere generated in the meeting by all those attending. It is the excitement, friendliness, smiles and camaraderie of those distributors present that make an impact on the new prospects.

DRESS CODE : Business Attire / Smart Casual

GUEST INFORMATION

- Duration of Business Presentation **maximum 1 hour**
- Need to organise a babysitter
- Time that you will be collecting them, or
- Time that you will meet them at the venue

DISTRIBUTOR INFORMATION

- Be punctual
- Be positive - believe that your guest will get started as a distributor or a customer
- Bringing your guests to the presentation is better than meeting them at the venue

BUSINESS PRESENTATION TOOLS

- GNLD and Eagle Team Distributor Application Pads
- Good quality pen
- Information pack containing the following:
 - Lifestyle Magazine
 - Product Brochure
 - Eagle Team Price Comparison
 - CD's & DVD's

BUSINESS CONDUCT

- Introduce your guest to the speaker
- First 3 rows are the best seats – preferably the front row
- Don't keep seats for your guests. FIRST COME FIRST SERVE
- Don't leave your guests unattended as they might feel uneasy
- Don't talk about the products, the business or show any literature – talk about F.O.R.M. – Family, Occupation, Recreation and Motivation or Money.
- Be a "team player" – participate in the presentation
 - Laugh at jokes
 - Raise your hand when asked
 - Nod when necessary
 - Show your enthusiasm
 - Have fun
 - Don't fold your arms
 - Sit on the edge of your chair
- Don't make notes when you have guests or when sitting next to someone else's guests - sit at the back if you want to make notes
- Do not get up immediately after the presentation as this will disrupt the closing

CLOSING TECHNIQUES

Hand over the application pad and ask a question such as:

Who prints the neatest, you or your wife? Or Would you like to use my pen?

- Keep quiet and wait for them to respond
- Fill in the application pad
- Give them the Information pack
- Make a firm appointment within the next 24 hours
- Tell them not to talk to anybody until you've taught them the correct way to invite
- Ask them to note any questions they may have, even if the questions seem trivial

INFORMATION ON THE PLAN

PHASE 1 - THE IDENTIFICATION

- PURPOSE – to get a 'me too' response from the audience
- Tell your own story and not someone else's
- Don't bring politics or religion into your talk
- Use humour effectively
- Get audience to agree with you

PHASE 2 - NEED CREATION

- PURPOSE – to get audience to realise that a job will not fulfill their dreams – that they need another income
- Get audience participation
- Talk about inflation – another reason why they are not achieving their dreams
- Make them realise that they are in trouble unless they do something about it
- Talk about the importance of having a dream

PHASE 3 - LOGIC

Explain the role of GNLD:

- They supply and deliver products
- They take care of the admin and bonus payouts
- They provide Training

Explain the role of the Eagle Team:

- They are an established organisation that provides training and support

Explain the four basics:

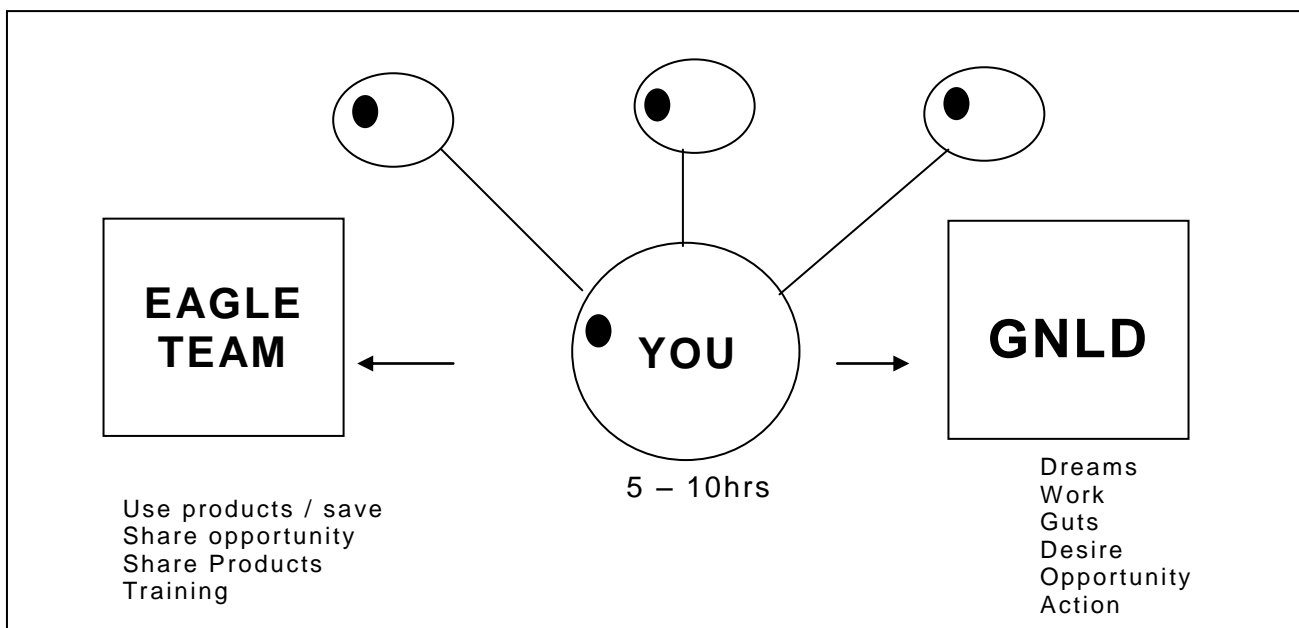
- Use your own products – SAB, 100% money back guarantee on product quality, etc.
- Share the opportunity – draw the circles
- Share the products – establish customers
- Attend the training – be teachable

Explain the income potential:

- Explain residual income
- Explain the power of duplication – time and money

BOARD WORK

- Write legibly
- Do not crowd the board
- Never talk with your back to the audience
- Leave board work intact – don't erase anything



PHASE 4 – CLOSE (3 steps to success)

- **Desire** – how strong is your burn ?
- **Opportunity** – why it is the best
 - Products that work and save money
 - Marketing plan that pays more
 - Not a 'get rich quick' or pyramid scheme
 - International sponsoring from day one
- **Action** – how to get started
- Knock excuses

Testimonies – Get names of people who are having results (not all in one team). Tell people what you want them to say > their names, their occupation (not to mention the name of the company they work for) and why they got started in this business. People should be taught what to say when called up to testify, at Weekly Training. Teach them not to point at the board or to say 'Please come and join us'.

After the testimonies ask the guest to turn to the person who invited them and indicate their decision

BUSINESS LAUNCH INFORMATION

BUSINESS LAUNCH GUIDELINES

- Collect the money and fill in the forms before doing the launch
- Dream build - write them down - put the pictures up
- Help them compile a list of names – cell phone a good source
- Show them how to invite by contacting some of the people on their list
- Let them get out their cleaning products – show them which products can be replaced by GNLD products. Explain the importance of being a 100% product user. Use the price comparison
- Demonstrate the products while explaining that this is how they will help people who are not interested in starting their own business, become consumers.
- Explain that you will be coaching them, therefore they need to maintain contact with you, their up-line
- They need to be teachable and become a good follower before they can become an effective leader
- Plan to finish the launch in under 2 hours as peoples time is valuable

TOOLS AT BUSINESS LAUNCH

- Phone Script examples
- Price comparison
- A-Z Homecare Hints & Tips
- Paper and Carbon Paper (for their name list)
- Product brochures
- Lifestyle Magazine
- GNLD & E T Kits
- Products to demonstrate (Super 10, LDC, G1 laundry, spray & mix bottles)
- Demo board, crayon, paper towel
- Confidential pricelist

PROCEDURE (If married both partners must be present were possible)

- Congratulate them enthusiastically and re-assure them that they've made the right decision. Sit around a table. Keep the KIT out of sight
- Finalise the financial side "How will you get started? Cash or cheque?"
- Information Pack: collect and give them recognition for working through the contents
- Answer all their questions
- Get their dreams on paper. Spend a bit of time on this – it's important to get the WHY?

- Stick their dreams on the refrigerator
- Draw circles: Start with GNLD Products bought wholesale from manufacturer to consumer. No door-to-door. Unique way to move products through development/network or relationship marketing
- Tell them about the Eagle Team System
- Sketch the business potential. Show the income potential.
- Emphasize importance of husband and wife working together, how they can support and help each other
- Explain the importance of attending training – Eagle Team and GNLD events

THE NAME-LIST

- Use carbon to make an immediate copy
- Use the name generator list to get more names
- Work in their area first – to gain experience and confidence
- Do phoning immediately
- Give them a copy of the script
- Do not force them to phone
- Should they be hesitant to phone – ask them to make the call and introduce you: then you do the inviting

LITERATURE

- Explain all the literature

INTRODUCE THE PRODUCTS

- Sell them on the benefits of the products
- Demonstrate the products
- Use the Don Lawson CD's for Health Product information
- Use their A-Z Homecare Hints & Tips
- Use their Price Comparison to show them the money they will save

STRUCTURE

- Explain how to become a Manager, Senior Manager and a Director
- Draw the circles and explain width and depth
- Help them set targets
- Help them sponsor 3 people quickly
- Explain how they find customers , help them make profit as soon as possible
- Sell the Eagle Team
- Get people to understand the business
- Give them CDs to listen to
- Show them how to order products
- Explain the importance of carrying stock (a few products)



DEFINE YOUR DREAMS

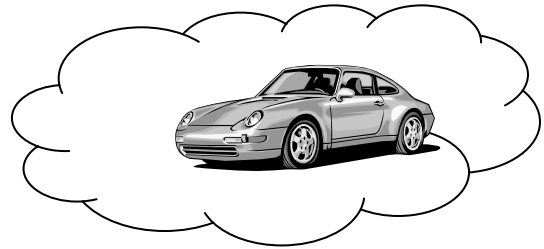
(What do you want to have, do, contribute or be?)

"NOW DREAMS" (1 Year)

R Value

Target Date

1. _____
2. _____
3. _____

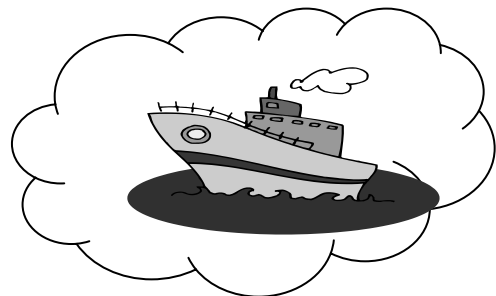
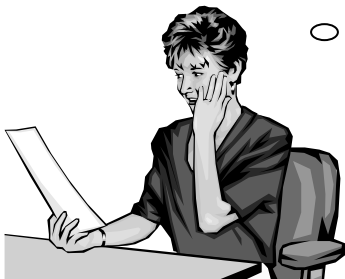


"INTERMEDIATE" (3 - 5 Years)

R Value

Target Date

1. _____
2. _____
3. _____



"LONG TERM DREAMS" (5 - 10 Years)

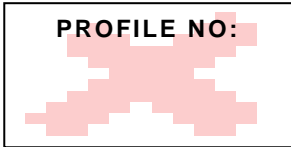
R Value

Target Date

1. _____
2. _____
3. _____



EAGLE TEAM MEMBER **APPLICATION FORM**



Please complete and fax to Eagle Team +27 41 365 4917
Keep a copy for your own records.

PLEASE USE BLACK PEN AND PRINT CLEARLY

MEMBERSHIP DATE : GNLD ID:.....

NAME & SURNAME:

PARTNER'S NAME & SURNAME:

DATE OF BIRTH : PARTNER :
y y y y / m m / d d y y y y / m m / d d

HOME ADDRESS :

..... CODE :

POSTAL ADDRESS :

..... CODE :

PHONE NO : (home) (.....) (work) (.....)

(cell) (e-mail)

NAME OF SPONSOR :

SPONSOR'S TEL NO : GNLD ID :

TEAM NAME : TEAM NO :

This is a new application This is a renewal

SIGNATURE

PARTNER'S SIGNATURE

Annual Membership Fee:
PAYMENT MUST BE MADE IN SA RAND.
(FAX PROOF OF PAYMENT TOGETHER WITH THIS FORM)
BANK DETAILS: FIRST NATIONAL BANK, ADDO. BRANCH CODE: 211017
A/C NO: 515 1001 1095 A/C NAME: EAGLE TEAM MEMBERSHIP

Please Debit my Credit Card

NAME: No:

EXPIRY DATE: CCV: Signature:

FOR OFFICE USE ONLY

DATE: LABEL: CARD:

BUSINESS PRESENTATION INVITATION
(For Out-of-town Prospects)

CONFIRMATION OF APPOINTMENT

TO:

I am pleased to confirm our arrangement as follows:

VENUE :

DATE :

TIME :

The Dress Code is Business Attire.

FROM :

TEL NO :

CELL NO :

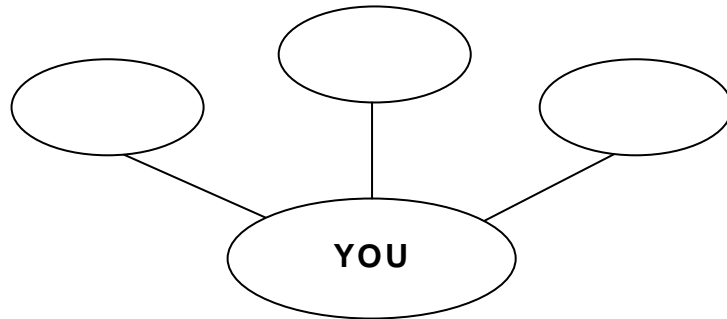


WIDTH & DEPTH

Building Width basically means that you need to sponsor 6 people as fast as you can.

The way to build width is -

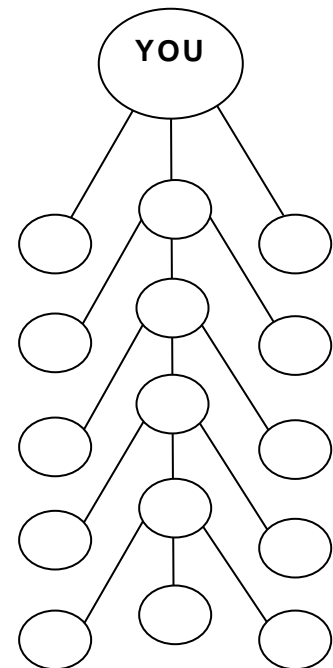
- Do the 4 basics (name list, contact, invite, help start) consistently. You will make mistakes, but it is important to learn from your mistakes. Keep doing the 4 basics repeatedly.
- Speak it: "I am wide, everybody I speak to gets started." (Either distributor or customer)
- Learn from your mistakes - after every presentation or interview, ask yourself: "What could I do to improve? What could I accomplish by **talking less** and **listening more**?"
- Let your up-line help you - your up-line is there for a reason, and you need to use your up-line.
- Think about it all the time.



WIDTH

Building Depth - If you are doing the 4 basics consistently, you will sponsor your first down-line. Remember why you sponsor somebody: you want to develop a taproot in that leg.

- **Tap roots** - The bigger and deeper the tap root, the bigger and stronger the tree. A tree is just as wide under the ground in the root system as it is above the ground with branches and leaves. A taproot provides nourishment and stability to a tree.
- **Name list** - Help your new distributor to put down quality names on their list - do this when you help them to get started.
- **Contact** - Help your down-line by showing them how to make a telephone contact - make an appointment to do it, and do it with them.
- **Follow-up** - Do the follow-ups with them and do the best you can to help them sponsor somebody.
- **Focus** on building depth and on helping your down-line sponsor somebody within their first week. Be willing to help each person in your taproot sponsor 3 people, but your priority is always at the deepest and most exciting point.



DEPTH

PRODUCTS

- Become your own best customer by using only GNLD products in your home
- The quality of these products surpasses anything else on the market
- The products have a 100% money back guarantee on the quality
- The cleaning products are bio-degradable: which simply means that they will not add to, or cause water pollution in any way whatsoever
- They are non-caustic and non-toxic
- The products are economical, super-concentrated and will save you money
- The products are backed by science. The S.A.B. (Scientific Advisory Board) are the best in the world

BENEFITS AS A DISTRIBUTOR

You can become an independent businessperson by enrolling as a distributor of GNLD and receiving the following benefits:

- Profit on the BV on all GNLD products
- Latest news and information
- The right to distribute GNLD products according to the guidelines in GNLD's policies and procedures
- A chance to earn residual income and become financially independent
- A chance to achieve all your dreams and goals

Some of the jargon on a GNLD Pricelist:

QTY	Units per case or singles as in commercial sizes.
SRP	Suggested Retail Price. This is the recommended price you would use when retailing to customers.
BV	Business Volume. This is the value on which volumes are accumulated for GNLD bonus pay-outs.
PV	Point Value. This is the value on which all qualifications for achievement levels, recognition levels, and bonus levels are calculated.
DP	Distributor Price. This is the price a distributor pays when ordering the product.
MP	Member Price. This is the price a member pays when ordering the product.

PRODUCT DEMONSTRATIONS

Booking a Product Demonstration

1. Contact people who have said No to the opportunity. Ask them one of the following questions:
 - a. Have you used GNLD products before? May we come around and show you how these products can save you money on your household cleaning bill?
 - b. Would you be open to saving money? I can show you a way to save from between R2000.00 & R3000.00 per annum for a family of four, on household cleaning products that are far superior to those that are obtainable in the supermarkets.

What to take with you

1. **Positive Mental Attitude** – Be enthusiastic, excited and smile.
2. **Appearance** – Dress for success
3. **Demonstration Kit**

Doing the Demonstration

1. **Be Punctual**
2. Take your customer through the **E T Price Comparison**
3. **The Product Demonstration should be exciting, fun and not too long.**
4. **Do not confuse your customer** with too many **facts** and **uses**.
5. Show **Super 10, LDC & G1** demonstrations.

Closing the Demonstration

1. **Help your customer to fill out the order form.** Give them a Product brochure and an A-Z Homecare Hints & Tips. Get payment for the products or at least a deposit.
2. Try to have enough **stock on hand** to fill orders or arrange a **definite delivery date**.
3. **Ask for referrals** – Someone your customer knows who may benefit from the products / or who would like to save money.
4. **Be conscious of any customer who would be interested in becoming a distributor** – Make an appointment to show them the Business.
5. **Re-service these customers every month.**

PRODUCT DEMONSTRATION INVENTORY

- A simple and neat carry-bag (a GNLD kit bag works well)
- Super 10 (1:10 dilution in spray bottle)
- LDC (1:5 dilution in mixing bottle)
- Small plastic container with 1 level scoop of G1 compound and G1 scoop (to show how little G1 you use for a large load of washing)
- E T Demo board and crayon
- Paper towel
- E T Price Comparison
- Product Brochure
- A-Z Homecare Hints & Tips
- E T Customer Order Forms
- Retail Sales Book
- Good Pen
- Stock for immediate supply

HOW TO BUILD REPEAT SALES

It is important to TURN YOUR CUSTOMERS INTO **CONSUMERS**. Here are some tips to help guide you in your efforts.

1. **Be your own best customer** – As a distributor, take advantage of your discount and become your own best customer.
2. **Keep a good record system** of your customers with their correct addresses and telephone numbers. **Prepare yourself before calling on a customer** with the help of your customer records. Know the following:
 - birthdates
 - names of all the family members
 - any personal information that the customer gave you at your last service call, like illness, new grandchildren, etc., so that you can ask about it
 - how long ago did she buy each product – when will she need more?
 - which products could your customer benefit from?
 - can the customer be upgraded to using 5 litres?
3. **Plan a service route** – Make sure that you call on all customers in the same area on the same day – to save time and money
4. **Regular service calls** – Keep contact with your customers on a regular basis - give them more products uses.
5. **5-Day follow up** – Follow up your initial sale after 5 days to ensure that your customer is happy with the product and if they have any questions.
6. **Ask for referrals** – A friend or nearby family member. Leads are extremely valuable to you, especially from satisfied customers.
7. Mail all new product info to your customers - **remember where literature goes, product flows.**
8. Make sure that you have **enough stock** to handle your deliveries.

9. **Product Knowledge** - Increase your product knowledge through literature and GNLD product launches & events.
10. Put **printed stickers** 5cm from the bottom of the bottles 'before I'm empty phone...!' (add own name and telephone number)
11. **Be a good listener.** Let your customer do the talking - you will close far more sales that way
12. **Ask Questions.** It is the easy way to find out what people are interested in, specifically their buying habits and products they are currently using.
13. **Ask for the Order.** You can sense when a person is ready to order. Everyone needs household cleaning products, personal care, skin care and health products. With GNLD you can reassure prospects that you are offering the best available.

There are various ways to sell products besides product demonstrations. Commercial sales are another avenue you could explore.



WORKING WITH YOUR TEAM

Believe the following:

"Nobody's lazy, only unmotivated or sick"

"Nobody's perfect but anybody can be a success"

UPLINE TO DOWNLINE

- Everything you do must be simple and duplicable
- Love your down-line and care for them, everybody responds to love
- Always be enthusiastic and positive when working with your team
- Keep regular contact with your team
- When your down-line phone you or speak to you they must always feel better afterwards, people must want to talk to you again
- People need to know they can do it – reassure and encourage them constantly
- Don't share disappointments with your down-line. Learn to discipline your disappointments
- Build relationships and friendships with your team. Be a friend and learn HOW to be a friend (Books to read: "How to Win Friends and Influence People", "Skill with People", "How to be People smart")
- Be an up-line leader for your team – become their coach
- Lead by example - It is the most important way of teaching your team. Show people how, don't just tell them
- Your habits will be duplicated in your down-lines so make sure YOU have the correct habits. Study the book "The Greatest Salesman in the World"
- Stand up for what you believe in. Have courage to speak up
- Allow your people to grow – don't be a mother hen – teach them to fish for themselves
- Make sure you know exactly what your down-lines' dreams are and use that to motivate them. Help them to develop their dreams, to keep them alive and to put up the pictures
- Help people reach THEIR goals and you will reach your goals. Their success will be your success
- Always remind your people that they must stay teachable
- **Explain the importance of staying in the creative phase and avoiding the management phase**
- Your nursery will grow through cultivation and nurturing
- They need to support the Eagle Team System and the system will support them
- Work with your growth points, always the deepest point in every leg
- Get your team to report once a week
- Work WITH your team and not for them
- Never pamper your people, encourage them, and make them strong and independent. Be strict so that they can grow and develop into leaders
- Help them to start their own weekly training as soon as possible
- Encourage them to counsel with you all the time
- Be true to your word – build trust
- Never make appointments or promises you cannot keep – be dependable and accountable
- Never be too busy for your team
- You are there for your team; they are not there for you!!
- Go the extra mile
- Help them with time and money management
- Encourage them to think positively – by listening to CDs and reading positive books
- Always communicate any changes or announcements with all your down-lines
- Make sure they know what is happening – Pass GNLD and Eagle Team communication on to your down-line
- Don't be erratic – be the same today as you were yesterday

CROSSLINE (Someone not in your personal team)

- Never counsel cross-line
- **Don't do cross recruiting**
- Don't **communicate** problems cross line
- Lift up other teams outside the Eagle Team

DOWNLINE TO UP-LINE

- Never criticise your up-line as nobody's perfect
- Love your up-line even if you don't like them because they gave you the best opportunity in the world
- Be loyal
- Sell your up-line, edify them, no matter what your opinion is
- Never judge anybody, you never have all the facts
- If you can't say anything positive just keep quiet
- For any complaints/challenges ALWAYS go to your up line first
- Use your up-line (not abuse), they are there to help you BUT they are not going to build the business for you
- Whatever you do to your up line (positive or negative) your down-line will do to you
- You can never make yourself look good by making someone else look bad

SKILLS

Teach your team all the basics - Phone calls, showing the plan, Follow-ups, Business Launches, Product Demos, One on Ones, etc.

Other basics:

1) Goal setting

- Without goals they won't know where they are going
- They won't know why they are doing what they are doing
- Goals will keep their dreams alive!!

2) Creating PV

- Do 1 - 2 Product Demonstrations with them
- Help them, train them and get them involved

3) Attending all Functions

- Why should they attend functions?
- Communicate the importance
- Knowledge expansion, personal growth, socialising and association with successful and positive people, leadership development.

4) Invest in THEIR BUSINESS

This is a multimillion-dollar business

In order for your business to grow, invest in it

- Teach your down-line how to work with their money. (How to save, invest and tithe.
- When they know how to work with their money they can see and experience that the business works.
- Help them and show them how to save money. A healthy savings account will prove that the business is working and it will also motivate them.
- Explain that they need a separate bank account for their business.
- They also need to name their business.

PLANNING YOUR WORK

Why Do We Need To Plan?

- Helps you to save time
- Helps you to prioritise your time
- Helps you to get organised
- It gives you direction
- Will get you in the habit of *doing it now*

Prioritise Your Diary

- First priority - sales, anything related to sales e.g. inviting, product demonstrations, deliveries, contacting a down-line, business launch, follow-ups, One on Ones, etc.
- Second priority - training - yourself, your team
- Other - haircut, admin, shopping etc

Prioritise Your Teamwork

- First priority – personal team
- Second priority – personal nursery
- Third priority – developing group
- Fourth priority – total business

Daily/ Weekly/ Monthly/ Yearly Planning

- Plan your quiet time
- Plan time for exercise
- Plan time for phone calls – inviting, contacting team and customers
- Plan time for attending business presentations and doing One on Ones
- Plan time for business launches
- Plan time for product demonstrations and deliveries
- Plan time to read books and listen to CD's
- Plan time to attend Eagle Team and GNLD events
- Plan time for yourself and your family
- Plan time for administration

Tips when Planning

- Use a diary
- Check off each accomplished item – carry forward things not done
- Plan your day the night before
- Plan your week on Sunday night
- Plan next year in Oct/Nov the previous year



BUSINESS SUPPORT

BUSINESS PREMISES

- Set up a place in your home for your GNLD business
- Create a pleasant environment
- Keep it neat and tidy
- Have positive, motivational posters on the walls
- Have an up-dated organization chart on the wall – filling in the names can be very motivating
- Have your next step in the business displayed where you can see it

BUSINESS ADMINISTRATION

- Remember to keep the correct balance – 90% sales 10% administration. When your Business administration takes more than 10% of your time you may need to employ someone to help.
- Do your Business administration on a daily basis to prevent backlog.
- Where possible try to handle each piece of paper only once.
- Avoid using bits and pieces of paper that can easily get lost – rather use a more permanent notebook.
- Keeping good records will save time (Customer Record Cards available from the Eagle Team Literature Office)
- Keep records of your distributors and customers – GNLD ID numbers, E. T. Profile numbers, Phone and fax numbers, e-mail addresses, birth dates etc.
- Have a simple well organised filing system
 - Organise categorically or alphabetically
 - Can be used to file Distributor information, Customer information, Product information, Financial records and Statements etc.
- Keep faxes and e-mails you send and receive for a while, as you may have to refer back to them again
- Before forwarding GNLD and Eagle Team Member application forms make sure that they are fully completed with the correct information and that you use a **black** pen.
- Ensure that fax machines, telephones, photocopiers, computers etc. are kept in good running order (e.g. don't run out of fax or photocopy paper, or printing ink)

STOCK CONTROL

- Remember that stock is money invested - **first in first out** - keep it neat, tidy and safe.
- It is a cash business – no money, no products.
- Make sure you have enough stock on hand to supply your customers and inactive distributors.
- Keep strict control of your stock – devise a simple stock inventory system or make use of the Golden Calculator computer programme that is available from the Eagle Team.
- Rotate your stock – place new stock behind old stock – this way your stock will not expire before you can move it.
- Keep food supplements in a cool place and **acidophilus in the fridge.**
- Pay for the stock you use yourself.

The above are just a few guidelines that will help you to administer your business in a more effective and efficient manner. All it takes is some discipline and organising.

BUSINESS ACCOUNT EXAMPLE

Income and Expenditure: _____

(Name of Business)

DATE	DESCRIPTION	GROSS INCOME	EXPENDITURE	BALANCE
Jan. 1	Loan from Bank to get started	1000.00	790.00	210.00
2	SALES	90.00		300.00
3	SALES	249.00		549.00
4	Fuel (Personal Loan)		(40.00)	509.00
5	SALES	600.00		1109.00
6	SALES	95.00		1204.00
7	Stock Purchase (From income)		(1009.00)	195.00
8	SALES	42.00		237.00
9	SALES	34.00		271.00
10	Tapes/Literature (From Profit)		(25.00)	246.00
30	10% Savings (From Profit)		(16.00)	230.00
	Bonus for the Month	480.00		710.00
	TOTALS	2590.00	(1880.00)	710.00
Feb.	Brought Forward			710.00
	A Profit is an Income			
	A Loss is an Expenditure			

- PROFIT:** Difference between Sales and Cost of Sales (products)
- GROSS INCOME:** Loan plus Sales & Bonuses
- NET INCOME:** Bonuses and Profit earned
- NET PROFIT:** Net Income less Expenditure
- BALANCE:** Difference between Income & Expenditure

RECONCILIATION

MONTH: _____

SALES

NAME:		
DATE:	PV	BV
TOTAL		
BONUS		

NAME:		
DATE:	PV	BV
TOTAL		
BONUS		

RE-ORDERS

RE-ORDERS			
DATE	INV	PV	BV

FINANCIAL & INCOME TAX GUIDELINES

INTRODUCTION

A well-planned, simple system of keeping records helps improve business performance and enables distributors to plan more confidently for the future.

The purpose of this section is to show that with little extra effort you can use basic records to produce useful up-to-date information on the state of your business, in a form that is easily understood and relevant to your needs.

WHY KEEP RECORDS?

Most people wonder why they should keep records when these records don't seem to help with daily decisions. However these records play an important role in building for the future. As a self-employed person running your GNLD Business, whether it be part-time or full-time, you receive important tax advantages, and with them the responsibility for maintaining records of your business activities.

Self-employment allows you various advantages, (not always granted to those earning a salaried income), as you are permitted to off set various categories of expenditure against your sales and bonuses in order to reduce the taxable amount of your income.

Any amounts claimed as an expense must have been suffered "in order to produce your income" and it must have been incurred "wholly or exclusively" for the purpose of your business. Adequate proof of these expenses must be made available to the Inland Revenue should they require them.

After all, you could argue that you are in business as a distributor, to sell and make money, not to waste time on paperwork. But as a distributor, you are more than just a seller of goods. You are a:

- seller
- buyer
- employer
- bookkeeper

In other words, you are the General Manager of your own business, being responsible for its profitability and financial stability for you and your family.

A well-planned, simple record-keeping system can provide this information, help you improve business performance and give you greater confidence in planning for the future.

This section deals with the responsibility of maintaining accurate records and keeping in mind that you started your GNLD Business with the intention of "making a profit" which will enable you TO MAKE YOUR DREAMS COME TRUE.

1. INCOME TRANSACTIONS

Copies of all incomes/bonuses received by yourself should be recorded and kept in a separate file, for example:

- Retail Sales slips
- Business Volume Bonuses received from the Company
- Business Development Bonuses received from the Company
- All Bonus Statements received from the Company detailing the calculations of your bonuses on your Organisation

2. PRODUCT AND LITERATURE TRANSACTIONS

The total movement of products and literature whether it be purchased or sold should be recorded or documented. You should be prepared to keep records on the following:

- retail sales
- copies of orders placed by you with the Company
- copies of all invoices received from the Company should be matched to the orders you placed with the Company
- records of products you use for your personal use
- records of products you use as gifts, displays and samples

3. OTHER BUSINESS RELATED TRANSACTIONS

3.1 Documents that may be regarded as adequate proof of Allowable Expenses.

As previously mentioned, adequate proof of your expenses must be made available to the Inland Revenue upon request. There is no definition of what may be considered as "adequate proof" but generally any authentic voucher or receipt would be acceptable, for example:

- receipts of petrol, repairs etc.
- an invoice from a garage for servicing etc.
- a statement from the Post Office regarding your telephone account
- a cash slip from a book shop for stationery

Remember that records written in your own hand are not usually acceptable unless they can be substantiated – this applies in particular to motor vehicle expenses.

3.2 Expenses that may be claimed as Allowable Deductions from Business Income.

3.2.1. Motor Vehicle Expenses

The following motor vehicle expenses may be claimed as tax deductible:

- Petrol, diesel and oil
- Servicing and repairs
- Replacing of tyres and battery
- Insurances
- Any other vehicle running expenses
- Depreciation
- Leasing or hiring of a vehicle for business purposes
- Parking costs
- Fines may **NOT** be claimed as a deduction

3.2.2 Household Expenses

Most distributors, even part-time, will make use of their own accommodation for business purposes. Again, depending upon how much income you are generating, the following expenses may be claimed as tax deductible:

- if renting a house, the portion that relates to that area of your accommodation you have set aside for your business
- a portion of the following expenses may also be claimed:

- rates or service charges
- electricity
- telephone
- householders and house owners insurance
- maintenance and repairs
- security expenses

Remember that any amount claimed as a deduction must be reasonable when taking into account your monthly income.

3.2.3 Office / Centre Expenses

As a successful distributor's organisation and business expands they sometimes feel it necessary to no longer operate from their own home but prefer to open an office/centre in their area. The following are the type of expenses that may be claimed as tax deductible:

- rent
- electricity and telephone
- office supplies and equipment
- postage
- salaries and wages
- cleaning
- maintenance and repairs to office/centre as per rental agreement
- depreciation – furniture and fittings; office machines
- insurances

3.2.4 Other Allowable Business Expenses

- Annual Subscriptions
- Bookkeeping and Accounting Fees
- Bank Charges
- Depreciation
- Equipment maintenance
- Entertainment
- Incentives, prizes and gifts
- Insurances
- Postage
- Printing and stationery
- Product demonstration expenses
- Promotions and samples
- Salesmen's Registration fees
- Seminars and convention costs
- Travelling expenses

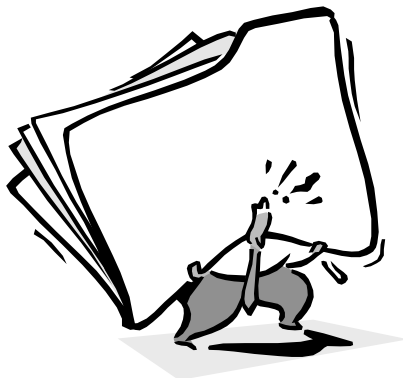
3.2.5 Expenditure Summary

Although the classes of expenditure mentioned are quite exhaustive, there may be other categories which can be claimed as deductions from your income which have not been covered.

As previously stated, any claims for expenditure which are deducted from your income, must satisfy the following two demands:

1. The expenditure must be incurred in order to produce your income (other than a salary)
2. The expenditure claimed must relate exclusively to the purpose of your business

Falsifying of documents or returns to the Inland Revenue can result in heavy fines or even imprisonment.



Note: Although the various categories of expenditure discussed in this section may be allowable it must be pointed out that whether or not they are "all" allowable as tax deductions in "your" case will depend not only on the nature of your business, but also on the discretion of the income tax inspector reviewing your claim.

The guidelines laid down for inspectors are in some circumstances quite broad and it is unreasonable to expect that they will "always" treat claims for expenses in an identical manner.

Where a claim is rejected, you should request the reason and bear this in mind for your next return.

4. FINANCIAL ADVICE

The secret to making money is to know how to save money. The goal of every distributor should be to save a percentage of their earnings.

4.1 Business and Personal

It is very important that all distributors separate their GNLD business from personal requirements. A way to do this is to have separate bank accounts for business and personal activities. It is also recommended that out of your business account you pay yourself a weekly or monthly salary (whichever is preferable) and this money is only used for personal needs. It must be remembered that all distributors have their own private business that must be treated as such and not be confused with personal expenses.

4.2 Outside Consultants

For those distributors who do not have a financial or accounting background it is highly recommended that one obtains the services of an Accountant or Tax Consultant to assist in not only guidance as to keeping of records, lodging returns etc., but also assisting in financial investments and savings.

4.3 Companies and Close Corporations

If you are contemplating forming a Company or Close Corporation for your GNLD business, please refer to Policies and Procedures regarding Companies and Close Corporations.

5. KEEPING BUSINESS RECORDS

Now that you have an understanding of what expenditure constitutes allowable deduction from your income, the following simple schedules are suggestions of how to record these expenses on a monthly basis. All documents, receipts, invoices, and cash slips etc. relevant to your business should be neatly filed away per financial year.

A simple form of filing would be to purchase from a bookstore a number of files and each file could represent each of the first three categories in this section, e.g. Income Transactions, Product and Literature Transactions and Other Business Related Transactions.

Schedule A

This schedule simply lists the various expenses incurred over a given period whether it is monthly, quarterly or even yearly. (Monthly is recommended). This compares actual expenses against budgets, which one prepares beforehand. It is recommended that when filing receipts in their respective files, they should be filed by the category listed in this schedule.

Schedule B

This Schedule shows whether a profit or loss has been obtained over a given period, corresponding to the same period as in Schedule A.

Sales

The amount received from the sale of all products to customers and other inactive distributors in your down-line.

Cost of Sales

The amount paid for the purchase of your products from the company together with an adjustment for stock movement during the month. Stock at the beginning and end of month can be obtained by using Schedule C.

Bonuses Received

All bonuses received from the company.

Savings paid

All savings paid out to your down-line distributors.

Other income

Could include interest on your investments, savings accounts etc.

Total Expenditure

As per Schedule A.

Profit/Loss for the Month

This is an indication whether your business is running successfully or not. It also makes one aware of any areas that need to be looked into and acted upon.

Schedule C

This Schedule is a stock report detailing stock levels you hold, once again corresponding to the same periods as in Schedule A and B.

FINANCIAL & INCOME TAX GUIDELINES

SCHEDULE A

BUSINESS REPORT

EXPENDITURE ANALYSIS FOR: -----

EXPENSE ACCOUNT	BUDGET	ACTUAL	DIFFERENCE +-
ACCOUNTING FEES			
BANK CHARGES			
CENTRE / OFFICE FEES			
ENTERTAINMENT			
INCENTIVES, PRIZES, GIFTS			
INSURANCES			
MOTOR-CAR EXPENSES			
PRINTING & STATIONERY			
PROMOTIONS & SAMPLES			
SALES AIDS & LITERATURE			
SEMINARS, CONVENTIONS			
SUBSCRIPTION, MEMBERSHIP			
TELEPHONE, FAX, ETC.			
TRAVELLING EXPENSES			
SALARIES			
TOTAL EXPENDITURE			

FINANCIAL & INCOME TAX GUIDELINES

SCHEDULE B

BUSINESS REPORT

INCOME & EXPENDITURE ACCOUNT FOR: _____

SALES _____
LESS: COST OF SALES (See below) _____
INCOME FROM SALES _____

BONUSES
BONUSES RECEIVED _____
LESS SAVINGS PAID _____
INCOME FROM BONUSES _____
OTHER INCOME _____

TOTAL INCOME _____
LESS: TOTAL EXPENDITURE PER ANALYSIS _____
PROFIT / LOSS FOR THE MONTH _____

CALCULATION OF COST OF SALES

VALUE OF STOCK AT BEGINNING OF MONTH _____
ADD: PURCHASES DURING THE MONTH _____
SUB-TOTAL _____
LESS: VALUE OF STOCK AT END OF MONTH _____
COST OF SALES TRANSFER TO ABOVE _____

FINANCIAL & INCOME TAX GUIDELINES

SCHEDULE C

STOCK REPORT

	CASES	BOTT	R/O
HEMECARE			
Super 10			
LDC			
G1			
PERSONAL CARE			
Aloe Vera Gel			
Hair shampoo			
Bath & Shower Gel			
NUTRIANCE			
Cleanser			
Toner			
Collagen Cream			
Antioxidant Treatment			
HERBAL ALTERNATIVES			
Herbal Digestive			
Herbal Respiratory			
Mind Enhancement			
GR2 Control			
GR2 Meal Replacement			
Appetite Reducer			
Thermogenic Enhancer			
HEALTHCARE			
Pro Vitality Pack			
Formula IV Plus			
Cal-Mag			
Vita Squares			

LOG BOOK

MONTH: _____

DATE	KILO'S BEGIN	KILO'S END	KILO TOTAL	KILO'S BUS.	KILO'S PRIV.	PETROL LITRES	COST	MAINTENANCE & SUNDRIES	PARK BUS.	PARK PRIV.	DESTINATIONS

