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# Your Free Small Business Starter Kit

Start here. Three tools to put the basics in place.

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## What is in this kit

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- ☐ **1. Systems Starter Checklist (PDF).** 25 things every small business should have in place, five quick wins in each of five areas. Print it and check one a day.
- ☐ **2. Client Intake Tracker (Excel (.xlsx)).** A 12-column tracker so every new client gives you the same information and nothing slips. Open the Instructions tab first.
- ☐ **3. Bonus: GBP Quick-Start Checklist (PDF).** Five high-leverage fixes for your Google Business Profile, so customers can find you on Google Maps.

## How to use the tracker in Google Sheets

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- ☐ Open Google Sheets, choose File, then Import, then Upload, and select the tracker file. Pick Replace spreadsheet. The dropdowns and formatting carry over.

Questions in your first 7 days? Email [hello@villexco.com](mailto:hello@villexco.com) and a real person will help. When you are ready for the full versions of these systems, the paid kits are at [villexco.com](https://villexco.com).

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