

12 ESSENTIAL BUSINESS

TEMPLATE

Ready-to-Use Templates for Kingdom Entrepreneurs



DR. ALLEN

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TEMPLATE 1: CLIENT CONTRACT

Copy these templates and customize with your business details.

SERVICE AGREEMENT

This Service Agreement ("Agreement") is entered into on _____
[mm/dd/yyyy] between:

SERVICE PROVIDER: _____ [Your
Business Name] _____ [Your Name]
_____ [Your Address] _____
[Your Email] _____ [Your Phone]

CLIENT: _____ [Client Name]
_____ [Client Address] _____
[Client Email] _____ [Client Phone]

SERVICES PROVIDED: The Service Provider agrees to provide the following
services: _____
[Detailed description of services]

TIMELINE: Project Start Date: _____[mm/dd/yyyy]
Project Completion Date: _____ [mm/dd/yyyy]

Milestones:

_____	_____
Milestone 1	Date
_____	_____
Milestone 2	Date
_____	_____
Milestone 3	Date

PAYMENT TERMS: Total Investment: \$ _____

Payment Schedule:

- Deposit (50%): \$ _____ - Due upon signing
- Final Payment (50%): \$ _____ - Due upon completion

Payment Methods Accepted:

☐ Bank Transfer ☐ Online Payment Platform ☐ Others _____
Specify

CLIENT RESPONSIBILITIES: Client agrees to:

- Provide necessary information and materials by _____ [mm/dd/yyyy]
- Respond to communications within 48 business hours
- Provide feedback on deliverables within _____ days

• [Any other responsibilities]

PROVIDER RESPONSIBILITIES: Provider agrees to:

- Deliver services as described above
- Communicate progress regularly
- Meet agreed-upon deadlines
- Provide _____ rounds of revisions

CANCELLATION POLICY:

- Either party may cancel with _____ days written notice
- Deposit is non-refundable
- Payments for completed work are non-refundable
- Outstanding invoices must be paid upon cancellation

CONFIDENTIALITY: Both parties agree to keep all information shared during this engagement confidential.

DISPUTE RESOLUTION: Any disputes will be resolved through:

1. Direct communication and good-faith negotiation
2. Christian mediation if needed
3. Binding arbitration as a last resort

LIMITATION OF LIABILITY: Provider's liability shall not exceed the total amount paid by Client under this Agreement.

AGREEMENT: By signing below, both parties agree to the terms outlined in this Agreement.

SERVICE PROVIDER: Signature: _____ Date: _____

[Your Name]

[Your Title]

CLIENT: Signature: _____

Date: _____

[Client Name]

*"Whatever you do, work at it with all your heart, as working for the Lord,
not for human masters." Colossians 3:23*

TEMPLATE 2: PROFESSIONAL INVOICE

Copy these templates and customize with your business details.

INVOICE

[Your Business Name]

[Your Name]

[Your Address]

[City, State ZIP]

[Your Email]

[Your Phone]

[Your Website]

[Client Name]

[Client Company (if applicable)]

[Client Address]

[City, State ZIP]

INVOICE DETAILS: Invoice : [INV-001] Invoice Date: [DATE] Due Date: [DATE]

Payment Terms: [15 days from invoice date/30 days/Due Upon Receipt]

DESCRIPTION OF SERVICES:

Item	Description	Qty	Rate	Total
[Service/Product Name]		[1]	[\$XXX]	[\$XXX]
[Service/Product Name]		[1]	[\$XXX]	[\$XXX]
[Service/Product Name]		[1]	[\$XXX]	[\$XXX]

Subtotal:				[\$XXX]
-----------	--	--	--	---------

Tax (if applicable):				[\$XXX]
----------------------	--	--	--	---------

TOTAL DUE:				[\$XXX]
-------------------	--	--	--	----------------

PAYMENT INFORMATION: Please make payment to

[Option 1] PayPal: [your-email@example.com]

[Option 2] Venmo: @[YourVenmoHandle]

[Option 3] Bank Transfer:

Bank Name

Account Name

Account Number

Routing Number

[Option 4] Check made payable to: [Your Business Name]

PAYMENT LINK: [Insert systeme.io payment link or Stripe link]

NOTES: Thank you for your business! It's a pleasure serving you.

If you have any questions about this invoice, please contact:

[Your Email]

[Your Phone]

LATE PAYMENT POLICY: Invoices not paid by due date will incur a [X]% late fee per month.

"The laborer deserves his wages." - 1 Timothy 5:18

TEMPLATE 3: PROJECT PROPOSAL

Copy these templates and customize with your business details.

PROJECT PROPOSAL

Prepared For: [Client Name] Prepared By: [Your Name], [Your Business Name] Date: [DATE]

EXECUTIVE SUMMARY

Dear [Client Name],

Thank you for considering [Your Business Name] for your [project type] needs. I'm excited about the opportunity to help you [achieve specific goal].

This proposal outlines how I can help you go from [current situation] to [desired outcome] through [your service].

THE CHALLENGE

Based on our conversation, you're currently facing:

- [Problem 1]
- [Problem 2]
- [Problem 3]

These challenges are costing you:

- [Cost in time/money/frustration] • [Missed opportunity] • [Other impact]

THE SOLUTION

I propose a [timeframe] engagement that will:

- [Specific deliverable 1]
- [Specific deliverable 2]

- [Specific deliverable 3]
- [Specific deliverable 4]

OUTCOME: By the end of this project, you will have [clear transformation/result].

HOW IT WORKS

PHASE 1: [Phase Name] ([Timeframe])

- [Activity 1]
- [Activity 2]
- Deliverable: [What you'll deliver]

PHASE 2: [Phase Name] ([Timeframe])

- [Activity 1]
- [Activity 2]
- Deliverable: [What you'll deliver]

PHASE 3: [Phase Name] ([Timeframe])

- [Activity 1]
- [Activity 2]
- Deliverable: [What you'll deliver]

WHAT'S INCLUDED

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]
- [Deliverable 4]
- [Number] rounds of revisions
- [Support timeframe] of support after delivery
- [Bonus if applicable]

INVESTMENT

Total Investment: \$_____

Payment Options:

[Option 1] Pay in Full: [\$_____] (Save [%])

[Option 2] Split Payment: 50% (\$_____) upfront + 50%

(\$_____) upon completion

[Option 3] Payment Plan: [Number] monthly payments of \$[_____]

TIMELINE

Project Kickoff: [dd/mm/yyyy]

Phase 1 Complete: [dd/mm/yyyy]

Phase 2 Complete: [dd/mm/yyyy]

Final Delivery: [dd/mm/yyyy]

Total Duration: [X] weeks/months

WHY WORK WITH ME?

- [Your unique qualification 1]
- [Your unique qualification 2]
- [Your unique qualification 3]
- Faith-based approach that aligns with your values
- [Track record: X clients served, Y results achieved]

CLIENT SUCCESS STORIES

"[Testimonial from previous client about similar results]"

- [Client Name, Title]

"[Another testimonial]"

- [Client Name, Title]

NEXT STEPS

If you're ready to move forward:

1. Review this proposal
2. Reply with any questions
3. Sign the attached service agreement
4. Submit the initial payment
5. We'll schedule our kickoff call!

I'm excited to partner with you on this project.

QUESTIONS?

Feel free to reach out: Email: [Your Email] Phone: [Your Phone] Schedule a Call: (e.g., Calendly or preferred platform).” This proposal is valid until: [DATE]

In Faith and Service, [Your Signature] [Your Name] [Your Title] [Your Business Name]

"Commit to the Lord whatever you do, and He will establish your plans." -

Proverbs 16:3

TEMPLATE 4: CLIENT INTAKE QUESTIONNAIRE

CLIENT INTAKE FORM [Your Business Name]

Thank you for choosing to work with us! Please answer the following questions to help us serve you better.

BASIC INFORMATION

Full Name: _____ Email: _____

Phone: _____

Business Name (if applicable): _____

Website/Social Media: _____

ABOUT YOUR BUSINESS/SITUATION

1. Briefly describe your business or current situation
2. What specific challenge are you facing right now?
3. What have you tried so far to solve this problem?
4. What does success look like for you? (Be specific)
5. What's your timeline for achieving this goal?

ABOUT YOUR IDEAL OUTCOME

6. If we could wave a magic wand and create your perfect outcome, what would that look like 6 months from now?
7. What would achieving this goal mean for your life/business?
8. On a scale of 1-10, how committed are you to making this happen?

WORKING TOGETHER

9. What's your preferred communication method? Video call Text/messaging
10. What's your availability for calls/meetings? Weekday mornings Weekday afternoons
Weekday evenings Weekends
11. How do you learn best? Step-by-step instructions Video tutorials Written guides Live coaching/calls Examples and templates
12. Is there anything else we should know to serve you better?

FAITH & VALUES

13. How important is it that your business aligns with your faith? Very important
Somewhat important Not a priority
14. Are there any specific biblical principles you want to incorporate into your business?

Thank you for completing this form!

I'll review your responses and reach out within 24-48 hours to schedule our first session.

Excited to work with you!

[Your Name] [Your Business Name] [Your Email] [Your Phone]

TEMPLATE 5: WELCOME EMAIL

Subject: Welcome to [Your Business Name]! Here's what happens next

Hi [Client Name],

Welcome to the [Your Business Name] family!

I'm so excited to work with you over the next [timeframe]. I truly believe we're going to accomplish amazing things together.

Here's what happens next:

STEP 1: REVIEW YOUR WELCOME PACKET

I've attached a welcome packet that includes:

- Project timeline and milestones
- What to expect from our working relationship
- How to prepare for our first session
- FAQs

Please review this before our kickoff call.

STEP 2: COMPLETE YOUR INTAKE FORM

[Link to intake form]

This helps me understand your specific situation so I can customize our work together.

Please complete this by [DATE].

STEP 3: SCHEDULE OUR KICKOFF CALL

[Link to scheduling tool]

Choose a time that works best for you. We'll spend [length] going over:

- Your goals and vision
- The roadmap for our time together
- Any questions you have
- Quick wins you can implement immediately

STEP 4: JOIN OUR COMMUNITY (Optional)

I've created a private community for clients to:

- Ask questions between sessions
- Share wins and encouragement
- Connect with other faith-based entrepreneurs

[Link to Facebook Group / Slack / Community]

WHAT YOU CAN EXPECT FROM ME

- Responsive communication (I reply within 24 hours)
- Customized strategies specific to your situation
- Honest feedback and accountability
- Faith-integrated guidance
- A partner who genuinely cares about your success

QUICK HOUSEKEEPING

- Session Schedule: [Days/times]
- Cancellation Policy: [48 hours notice required]
- Questions Between Sessions: [Email me anytime]
- Resources: [Access your client portal here: LINK]

BEFORE OUR FIRST CALL

Take 15 minutes to:

1. Write down your top 3 goals for our time together
2. List any specific challenges you're facing
3. Think about what success would look like 90 days from now

Bring these notes to our kickoff call!

I'm honored you've chosen to invest in yourself and your business. This is going to be a great journey.

If you have ANY questions before our first call, just reply to this email. I'm here to help!

In Faith and Partnership,

[Your Name] [Your Title] [Your Business Name]

P.S. Add me to your contacts so my emails don't end up in spam: [your-email@example.com]

[Your Business Name] "[Your Tagline]" [Your Website] [Your Social Media

TEMPLATE 6: TESTIMONIAL REQUEST EMAIL

Subject: Quick favor? Would love your feedback!

Hi [Client Name],

I hope this email finds you well!

I wanted to reach out because [mention specific win they achieved: "I saw you just launched your website!" / "You hit your first \$5K month!" / "You signed 3 new clients!"]

I'm so proud of the progress you've made! It's been an honor working with you.

QUICK FAVOR

Would you be willing to share a short testimonial about your experience? Your feedback helps me:

- Improve my services
- Help other entrepreneurs see what's possible
- Spread the word about Kingdom-focused business

It would only take 5 minutes, and I'd be incredibly grateful!

HERE'S HOW TO MAKE IT EASY

Just reply to this email and answer 2-3 of these questions (pick your favorites):

1. What was your situation BEFORE we worked together?
2. What specific results have you achieved?
3. What was the most valuable part of our work together?
4. What would you tell someone considering working with me?

5. How has this impacted your life/business?

Feel free to keep it short and casual, just a few sentences is perfect!

PERMISSION TO SHARE

If you're comfortable, I'd love to share your testimonial: On my website On social media In marketing materials

How would you like to be credited?

Full name and business name

First name and last initial Anonymous

Of course, this is completely optional - no pressure at all! But if you're willing, it would mean the world to me.

Either way, I'm so grateful for you and excited to see where your business goes from here!

In Gratitude,

[Your Name] [Your Business Name]

P.S. If you know anyone else who might benefit from [your service], I'd love a referral! Just have them mention your name when they reach out.

TEMPLATE 7: COLD OUTREACH EMAIL

Subject: Quick question, [First Name]

Hi [First Name],

I came across your [business/profile/website] and was really impressed by [specific compliment about their work].

I noticed you [mention something specific: "recently launched a new product" / "work with Christian entrepreneurs" / "are in the [industry] space"].

I'm reaching out because I specialize in helping [your ideal client description] achieve [specific result].

For example, I recently helped [Client Name] go from [before state] to [after state] in just [timeframe].

NO PITCH, JUST CURIOUS

I'm not writing to pitch you anything, I'm genuinely curious:

What's your biggest challenge with [specific problem your service solves] right now?

If it's something I can help with, I'd love to offer a few quick tips (totally free, no strings).

And if not, no worries at all! Either way, I'd love to connect and support a fellow [Christian entrepreneur / business owner].

What do you say?

In Faith,

[Your Name] [Your Title] [Your Business Name] [Your Website]

P.S. If you're not interested, totally understand!

Just reply with "Not right now" and I won't follow up again.

TEMPLATE 8: SOCIAL MEDIA POST TEMPLATES

FORMAT 1: VALUE Post (Educational)

[Hook - Ask a question or make a bold statement]

Ever wondered why some Christian entrepreneurs thrive while others struggle?

It's not about talent or luck.

It's about [key principle].

Here's what I've learned:

[Tip 1] - [Brief explanation]

[Tip 2] - [Brief explanation]

[Tip 3] - [Brief explanation]

Which one resonates most with you?

Drop a number in the comments!

KingdomBusiness FaithBasedEntrepreneur ChristianBusiness

FORMAT 2: Behind-the-Scenes

[Personal moment or vulnerable share]

Can I be honest?

[Share struggle or real moment]

But here's what I learned:

[Lesson] Building a Kingdom Business isn't about perfection.

It's about [truth].

Anyone else relate?

[Call to action: Drop a if you've been there too!]

Authenticity EntrepreneurLife FaithInBusiness

FORMAT 3: Inspirational/Motivational

[Powerful quote or scripture]

"[Quote]" - [Source]

This hit me today because [personal application].

[Expand on why it matters]

Friend, if you're [facing struggle], remember: [Encouragement]

You've got this. And more importantly, GOD'S got you.

Keep going.

FaithOverFear ChristianEntrepreneur KeepGoin

FORMAT 4: Testimonial/Social Proof

[Celebrate a client win]

Had to share this win!

[Client Name] just [specific achievement]!

When we started working together [timeframe] ago, [she/he] was [before state].

Now? [Current state]

Here's what [Client Name] said: "[Pull quote from testimonial]"

This is WHY I do what I do.

[Your service] isn't just about [surface result]it's about [deeper transformation].

If you're ready for a transformation like this, DM me "READY"

ClientWins Transformation KingdomImpact

FORMAT 5: Question/Engagement Post

[Simple question]

Quick question for my entrepreneur friends:

What's your biggest struggle with [topic] right now?

A) [Option A] B) [Option B] C) [Option C] D) Something else (tell me in comments!)

Drop your letter below and I'll reply with a quick tip!

CommunityFirst EntrepreneurLife LetsTalk

FORMAT 6: Myth-Busting

[Call out common misconception]

MYTH: [False belief]

TRUTH: [Correct belief]

I see too many Christian entrepreneurs believing the LIE that [myth].

Here's the reality:

[Truth 1] [Truth 2] [Truth 3]

You don't have to [negative consequence of myth].

You **CAN** [positive possibility with truth].

Save this post if you needed to hear it today!

TruthBomb EntrepreneurMyths FaithAndBusiness

FORMAT 7: Story Post

[Start with story hook]

Two years ago, I [describe situation].

I felt [emotions].

Fast forward to today: [Current reality]

What changed?

[Key lesson or principle]

The truth is: [Insight]

If you're where I was two years ago, here's what I want you to know:

[Encouragement + Action step]

It's possible. Keep going.

Drop a if you needed this today.

MyStory EntrepreneurJourney NeverGiveUp

FORMAT 8: Listicle Post

[Number] things I wish I knew when I started my business:

1. [Lesson] - [Brief explanation]
2. [Lesson] - [Brief explanation]
3. [Lesson] - [Brief explanation]
4. [Lesson] - [Brief explanation]
5. [Lesson] - [Brief explanation]

Which one hits home for you?

Comment the number!

[Optional: Save this post for later!]

EntrepreneurTips BusinessLessons WisdomWednesday

FORMAT 9: Controversial/Hot Take

[Controversial statement - but true]

Unpopular opinion:

[Bold statement that challenges common belief]

Here's why:

[Reasoning 1] [Reasoning 2] [Reasoning 3]

I know this might ruffle some feathers, but someone needed to hear it.

Agree or disagree? Let's talk about it in the comments!

HotTake ControversialOpinion RealTalk

FORMAT 10: Call-to-Action Post

[Direct invitation]

I'm opening up [X] spots for [your offer].

This is for you if:

- [Qualification 1]
- [Qualification 2]
- [Qualification 3]

What you'll get:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Investment: \$[Amount]

Interested? [Call to action: DM me "INTERESTED" or Click link in bio]

[Optional: Only [number] spots available - first come, first served!]

LimitedSpots WorkWithMe [YourOfferName]

TEMPLATE 9: SALES CALL SCRIPT

SALES CALL SCRIPT

PRE-CALL PREPARATION: Review client's intake form Research their business/social media Pray for the conversation
Have proposal/pricing ready

OPENING (2-3 minutes)

"Hi [Name]! So great to finally connect with you. How are you doing today?"

[Small talk - be genuine]

"Before we dive in, I want to set expectations for our time together. I have about [30/45/60] minutes blocked off. Does that still work for you?"

"Great! Here's how I'd like to use our time:

- First, I want to understand your situation and goals
- Then, I'll share some initial thoughts and see if I can help
- Finally, if it makes sense, we can talk about working together

Sound good?"

DISCOVERY QUESTIONS (15-20 minutes)

About Their Business:

"Tell me about your business. What do you do?"

"How long have you been in business?"

"What's working well right now?"

About Their Challenge:

"What made you reach out to me specifically?"

"Walk me through the challenge you're facing."

"What have you already tried to solve this?"

"What's this problem costing you? (in time, money, stress, opportunity)"

About Their Goals:

"If we could wave a magic wand and solve this perfectly, what would that look like?"

"What would achieving that goal mean for your business? Your life?"

"What's your timeline for solving this?"

About Their Commitment:

"On a scale of 1-10, how committed are you to solving this?"

[If below 8]: "What would need to change to make this a 10?"

Budget Question:

"Have you set aside a budget for solving this?"

[Or softer]: "What kind of investment are you comfortable making to solve this?"

TRANSITION (2 minutes)

"Thank you for sharing all of that. I really appreciate your honesty.

Based on what you've told me, here's what I'm hearing:

- [Summarize problem]
- [Restate their goal]
- [Acknowledge their frustration/desire]

Does that sound accurate?"

[Let them confirm]

"The good news is, this is exactly what I help people with. Can I share how I might be able to help you?"

PRESENTATION (10 minutes)

"Here's how I work with clients in your situation:

[Describe your process/program]

Specifically, we would:

- [Component 1] - which solves [their problem]
- [Component 2] - which gets you [their goal]

- [Component 3] - which ensures [their desire]

By the end of our time together, you'll have [clear outcome].

Does that sound like what you're looking for?"

HANDLE OBJECTIONS

Objection: "I need to think about it"

"I totally understand. What specifically do you need to think about? Is it the investment, the timing, or something else?"

[Address their real concern]

Objection: "It's too expensive"

"I hear you. Can I ask compared to what?"

Because the way I see it, [your service] is an investment of \$[amount], but you said this problem is costing you [their stated cost].

If we solve this, you'll [benefit]. That's actually a pretty great return, right?"

[Alternative]: "I understand budget is a concern. The question is: Can you afford NOT to solve this?"

Objection: "I need to talk to my spouse"

"Absolutely, that's wise. What concerns do you think your spouse might have?"

[Address those concerns now]

"Here's what I suggest: Why don't we get you enrolled today, and if after you talk to your spouse you decide it's not the right time, I'll refund you within [timeframe]. That way you don't lose your spot. Fair?"

Objection: "I'm not sure it will work for me"

"I appreciate your honesty. What specifically makes you unsure?"

[Address concern]

"Here's the thing: This works IF you do the work. I can't do it for you, but I CAN give you the roadmap, support, and accountability. Are you willing to put in the effort?"

"So, [Name], based on everything we've talked about, do you want to move forward?"

[STOP TALKING. Wait for answer.]

If YES:

"Wonderful! I'm so excited to work with you. Here's what happens next..."

[Walk through onboarding process]

If NO:

"I totally understand. Can I ask, what's holding you back?"

[Address final concern, but don't be pushy]

[If still no]: "No problem. I want what's best for you. If you change your mind or have questions down the road, I'm here. In the meantime, can I send you [free resource] to help with [problem]?"

POST-CALL: Send follow-up email within 1 hour If yes: Send onboarding materials If no: Send free resource + stay in touch

Update CRM/notes Pray for the person regardless of outcome

TEMPLATE 10: FOLLOW-UP EMAIL SEQUENCE

EMAIL 1: Immediately After Sales Call (If They Said No)

Subject: Great connecting with you today!

Hi [Name],

It was so great talking with you today! I really enjoyed learning about your business and your goals.

I know you said now isn't the right time to move forward, and I totally respect that. In the meantime, I want to make sure you have resources to help you make progress on your own.

I'm attaching [free resource] that addresses [specific problem they mentioned].

Feel free to reach out if:

- You have questions
- Your situation changes
- You just want to chat!

I'm cheering you on from the sidelines!

In Faith, [Your Name]

EMAIL 2: 7 Days After Call

Subject: Quick question...

Hi [Name],

I wanted to check in and see how things are going with [specific problem they mentioned].

Have you made any progress?

I was thinking about our conversation and had an idea that might help you:

[Share one specific, actionable tip related to their problem]

Try that out and let me know how it goes!

And hey, if you have any questions or want to chat more about [your service], I'm here.

Rooting for you!

[Your Name]

P.S. [Optional: Share a relevant blog post, podcast episode, or resource]

EMAIL 3: 30 Days After Call

Subject: Checking in...

Hi [Name],

It's been about a month since we talked, and I wanted to reach out to see how you're doing!

Quick question: Are you any closer to [their stated goal]?

I ask because [relevant insight or new offering].

If you're still interested in working together, I'd love to revisit the conversation.

[Optional: "I have [X] spots opening up next month and thought of you."]

No pressure either way, just wanted you to know I'm here if you need support!

Hope you're having a great week!

[Your Name]

TEMPLATE 11: PRICING CALCULATOR WORKSHEET

PRICING CALCULATOR WORKSHEET

Use this worksheet to calculate profitable pricing for your services/products.

STEP 1: CALCULATE YOUR MINIMUM INCOME NEED

Annual Personal Income Goal: \$_____ (What you want/need to earn from your business)

Annual Business Expenses: \$_____ (Tools, software, marketing, taxes, etc.)

TOTAL ANNUAL REVENUE NEEDED: \$_____ (Income goal + Business expenses)

STEP 2: CALCULATE AVAILABLE WORK TIME

Hours per week available for CLIENT work: _____ (Not admin, marketing, etc. just billable client time)

Weeks you'll work per year: _____ (typically 48-50)

TOTAL BILLABLE HOURS PER YEAR: _____ (Hours/week Weeks/year)

STEP 3: CALCULATE MINIMUM HOURLY RATE

Total Annual Revenue Needed: \$_____ Total Billable Hours:

MINIMUM HOURLY RATE: \$_____

Important: This is your **BREAK-EVEN** rate. You need to charge MORE than this to make profit.

RECOMMENDED HOURLY RATE: \$_____ (Multiply minimum by 1.5-2x for profit, in your local currency.)

STEP 4: PACKAGE YOUR SERVICES

Instead of charging hourly, create packages.

SERVICE PACKAGE 1: Name: _____

What's included: _____ Time it takes you:
_____ hours

Your hourly rate: \$_____ Calculation: _____ hours

\$_____ **ADD 20% PROFIT MARGIN:** \$_____

PACKAGE PRICE: \$_____

SERVICE PACKAGE 2: Name: _____

What's included: _____ Time it takes you:
_____ hours

Your hourly rate: \$_____ Calculation: _____ hours

\$_____ **ADD 20% PROFIT MARGIN:** \$_____

PACKAGE PRICE: \$_____

SERVICE PACKAGE 3: Name: _____

What's included: _____ Time it takes you:
_____ hours

Your hourly rate: \$_____ Calculation: _____ hours

\$_____ **ADD 20% PROFIT MARGIN:** \$_____

PACKAGE PRICE: \$_____

STEP 5: VALUE-BASED PRICING CHECK

For each package, ask:

"What is the **VALUE** to the client?"

If your service:

- Saves them time: How much is their time worth?
- Makes them money: How much revenue will they gain?
- Solves a painful problem: What would they pay to solve it?

If the value is 10X+ your price, you're priced right. If not, either increase your price or increase the value.

FINAL PRICING DECISION:

Package 1: \$_____ Package 2: \$_____ Package 3:
\$_____

Confidence Level (1-10): _____

If below 8, what's making you uncertain?

PRICING AFFIRMATION: "I am providing valuable service that transforms lives.

My pricing reflects the value I provide, and I will not undercharge out of fear. The laborer is worthy of his wages (1 Timothy 5:18). I trust God to bring me ideal clients who joyfully invest at this level."

Signed: _____ Date: _____

TEMPLATE 12: WEEKLY BUSINESS REVIEW

WEEKLY BUSINESS REVIEW TEMPLATE

Week of: [mm/dd/yyyy]

WINS THIS WEEK

What went well? (Celebrate every win, big or small!)

NUMBERS REVIEW

Revenue This Week: \$_____ New Leads: _____ New Clients:

_____ Social Media Followers Gained: _____

Email List Growth: _____ Content Published: _____

CHALLENGES THIS WEEK

What didn't go as planned? _____

What did I learn from these challenges?

CLIENT/CUSTOMER FEEDBACK

Any testimonials, praise, or constructive feedback this week?

TASKS COMPLETED

Tasks NOT Completed (Why?): _____

PRIORITIES FOR NEXT WEEK Focus Area:

Top 3 Must-Do Tasks:

1. _____
2. _____
3. _____

FINANCIAL CHECK-IN

Did I: Track all income and expenses? Set aside tax money (25-30%)? Pay myself?
Tithe/give (10%+)? Review budget vs. actual?

SPIRITUAL CHECK-IN

Did I: Pray over my business daily? Seek God's guidance on decisions? Operate with integrity this week?

Serve my clients with excellence? Rest on the Sabbath?

One scripture that guided me this week:

PERSONAL REFLECTION

Energy Level (1-10): _____ Stress Level (1-10): _____ Life

Balance (1-10): _____ What do I need more of next week? Focus time

Family time Prayer/devotional time

Fun/recreation Support/accountability Other:

ONE THING I'M GRATEFUL FOR THIS WEEK:

CLOSING PRAYER:

"Lord, thank You for [specific win]. I surrender [specific challenge] to You. Guide me in [specific area] next week. Help me serve with excellence and walk in obedience. In Jesus' name, Amen."

Completed By: _____ Date: _____

Next Review: _____

END OF TEMPLATES

All 12 templates are ready to customize and use in your business!