



**FACULTY OF INFORMATION MANAGEMENT
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**Diploma In Information Management
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**Reference and Information Services for Information Agencies
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Polar Launderette

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1.0 Executive Summary

Polar Laundrette, differ from any laundry where you need to queue your item to be wash and dry. Our Laundrette emphasizes on speedy, washing method and cost effectives. With latest technology wash and dry washing machines we can ensure you that your time is not wasted washing for your clothes to be wash. We agreed that Mohd. Izz Syahmi B. Mohd Yacob is our general managers, Nursuhaidah Binti Ismail as our Administration Managers, Adiba Adha Binti Sadon as our Operational Managers, and again Mohd Izz Syahmi B. Mohd Yacob as Marketing Managers, and last but not least our Financial Managers, Noradriana Binti Jeman.

Our Laundrette will be called as Polar Laundrette. Polar Laundrette is a self-services laundry business, where we provide a place that has machines to use by our user to wash and dry their clothes, towels, sheets, and other item until it will be spotless clean. In a modern and busy world everything must be guck and efficient as the world advancement. Our cleaning services is also keep advancing corresponding to modern world. We provide latest technology of washing and drying machines and other facilities for users to use. Our location is in Desa Ilmu, Kota Samarahan. We choose this location because Kota Samarahan is an sub-urban industry areas, where there are many workers and family staying in this areas. Furthermore, Kota Samarahan has many academic institutions for examples, Universiti Teknologi Mara (UITM), Universiti Malaysia Sarawak (UNIMAS), and Maktab Perguruan Tun Abdul Razak (IPG). From that prospect we know that, there were many potential user because of they do not have their own washing machines by many factors such as cost, place and necessity of having one.

Other than that, student and workers as busy people. That is why we want to provide to them speedy and cost effectives, self-services facilities for their use. From the day we commence our business on 8th august 2014, we thought that this is a brilliant idea for those who don't like to queue up and want to use their clothes immediately. Our hope is of course to gain our profit and to establish and open more branches in a main city in Kuching, Sarawak. In order to help those users with their stained clothes, sheet and towels.

1.1 Introduction to Business Plan

Polar Launderette in the partnership business which major with the services of self-services laundry and other additional services will operate by our workers to help our customers. The self-services laundry which is means, we provide the facilities and equipments for washing cloth and other means of material. Our services laundries are different from the other existed laundry.

For normal laundry services, they need to make weighting or use kilogram (kg) the cloth that need to wash and from that way they calculate the price of washing. These services are more pricey and expensive compared to our business launderette. Our launderette only using token which is the customer or user just need to convert their money into token. This is because our washing machine only receives token. This specialty is cheaper and faster.

This business is formed by four shareholders. The entire shareholder was agreed with term and condition as stated at agreement letter. Which the amount of capital, profit and loss will be divided as stated ratio. We had chosen this kind of business because it shows the equality and no one will be discriminated as the profits and losses are equally divided in the end of the accounting period. In other way, the partnership is a perfect option to be taken because the shareholders will always sharing ideas and knowledge in order to gain profit and achieve high productivity time to time.

1.3 Nature of Business

In our businesses, we choose partnership as our nature of businesses. We are consisting of an incredible and committed worker. This is to ensure the effectiveness and efficiency the services to being provided for our customer. The fulfillment of the needs and request by our customer are important. In other hand, this is important in developing and accomplishes this business successfully. Our company chooses partnership, it is because:-

- (i) The ideas and knowledge among the top management can be shared and no idea will be taken for granted because the capitals are from the contribution of all shareholders.
- (ii) Able to less the risks and reduce the liabilities of owner which it is distribute to all the shareholders.
- (iii) To avoid the dictatorship way of leadership which leading the company.
- (iv) More persons that able to take the responsibility, clearer the objectives and aims can be achieved.
- (v) As check and balance which able to avoid the mislead and misuse of sources.