



FUNDAMENTALS OF ENTREPRENUERSHIP (ENT 300)



EZ WASH LAUNDRY ENTERPRISE

PREPARED BY:

- | | |
|--|------------|
| 1. MUHAMMAD AMIRUL BIN RASIDI | 2018691716 |
| 2. NUR KHALIESA BALQIS BINTI HAMIM | 2018444838 |
| 3. NUR KHAIRUNNISA' BINTI MOHD KHAIRUL NIZAM | 2018803066 |
| 4. NUR IRISYA NAJIHA BINTI ZAMRI | 2018672546 |
| 5. MUHAMMAD AMIRUL IMAN BIN ZAKARIA | 2018229682 |

PREPARED FOR:

MADAM SAFIAH BINTI MOHAMED
FACULTY OF BUSINESS MANAGEMENT

EZ WASH LAUNDRY ENTREPRISE

First and foremost, we would like to extend our greatest gratitude to Allah S.W.T. for giving us the opportunity to complete this group assignment together successfully. We are also deeply indebted to our beloved lecturer, Madam Safiah for her help and contribution on guiding us in the process of completing this assignment and making sure all is well.

Next, we would also like to thank our group members for being cooperative and making sure this assignment is to be done on time. This assignment would not be a success if it wasn't for their hard work and dedication.

Lastly, we would also like to thank our beloved family members for helping us mentally, physically and financially. They made our jobs at ease by providing us with necessary help and finance so that our assignment is done perfectly.

TABLE OF CONTENTS

TITLE	PAGE
COVER PAGE	1
LETTER OF SUBMISSION	2-3
ACKNOWLEDGMENT	4
TABLE OF CONTENT	5-7
EXECUTIVE SUMMARY	8-9
1. INTRODUCTION 1.0. Introduction 1.1. Purpose of Business Plan 1.2. Company Background 1.3. Partner's Background 1.4. Partnership Agreement	10-26
2. ADMINISTRATION PLAN 2.0. Introduction 2.1. The Vision, Mission and Objectives 2.2. Organizational Chart 2.3. List of Administration Personnel 2.4. Schedule of Task and Responsibilities 2.5. Schedule of Remuneration 2.6. Benefit of Partners 2.7. List of Office Equipment	27-39

EXECUTIVE SUMMARY

The business is based on a partnership where it consists of three members who hold important roles in the company such as General Manager, Administration Manager, Marketing Manager, Financial Manager and Operational Manager. The business capital amounts to RM 250,000 where the contribution of each member is RM 30,000 and the rest RM 100,000 is from TEKUN's loan.

Our laundry service is one of a kind in Selangor. Our service differs slightly from other laundry business in Selangor. EZ WASH LAUNDRY ENTERPRISE provide customers with the easiest way to way their laundry with the help of modern technologies nowadays. Our company is located at Jalan BBLs 2 , South Ville City Taman Technology Mint, Bandar Baru Bangi, 43000, Selangor.

The EZ WASH ENTERPRISE is a company which focuses on customer needs. We have rent two shop lot and renovated it to fulfil our target. We have added up some differences in our shop by putting partitions at each machine, therefore customers do not need to worry about their privacy anymore. In addition, we also served the customers with a cashless service. Customers now, can only use a specific card that we provided to them.

With our goal of giving customer's needs, they also can buy sandwiches or coffees that we sell in our self-service mini bakery besides our laundry shop, which that's the reason why we rent two shop lot in the beginning.

We also provide customers with two vending massage chair and one vending machine, while waiting for their laundry they also can have a good rest and buy the beverages that we provide.

1.0 INTRODUCTION

The EZ WASH Laundry will be established on the 19th of June of 2019 as to provide services towards people especially in Bangi, Selangor which is known for its high population and one of the most well-known cities. We are offering professional self- service laundry to the community and neighbourhood. The business was founded and managed by five partners and determined to give a great opportunity to the public to experience our service in laundry in order to conquer our market. Therefore, we will able to establish our business and try to get an opportunity to expand our business.

1.1. PURPOSE OF BUSINESS PLAN

1. To the Entrepreneurs

To better understand the purpose of the business and act as a guideline to manage the business efficiently and effectively.

2. Financial Institutions

Assist and help the financial institution to evaluate capability of the proposed project and provide loan for the business. Financial institution involved in this business project is TEKUN.

3. Suppliers

Help convince suppliers of the viability of our business venture thus benefitting both the suppliers and our company in the long-term business arrangement.