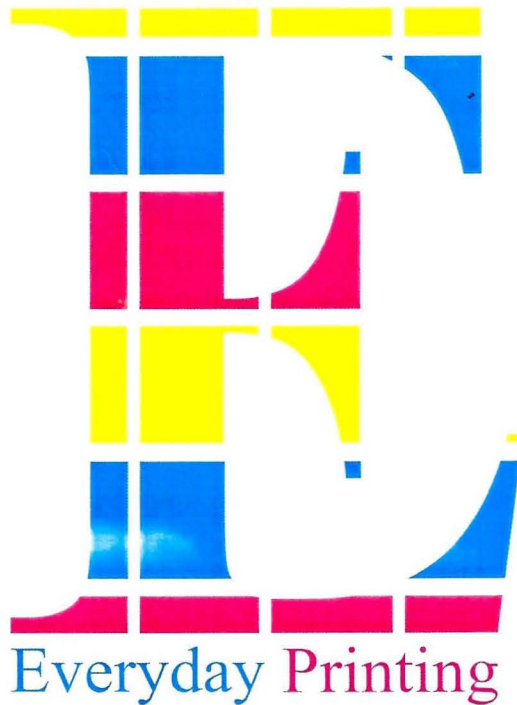




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## LETTER OF TRANSMITTAL

ETR 300 Students,  
Diploma in Art and Design,  
UiTM Samarahan,  
Jalan Meranek, 94300 Kota Samarahan,  
Sarawak.

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Sir Jammeson Garry,  
Lecturer of Fundamental of Entrepreneurship (ETR 300)  
Universiti Teknologi Mara Sarawak,  
Jalan Meranek, 94300 Kota Samarahan,  
Sarawak.

1 April 2011.

Dear Sir,

### Re: Submission of Business Proposal

We are hereby present to you the project of Basic Entrepreneurship (ETR 300) student as authorized by you on July 2011. We have decided and agreed that our business name is "Everyday Printing", and we proudly submit to you the completed and final business of our group on this date of which had been agreed before.

2. We would like to thank to your kindness and generosity in guiding and leading us in making of this proposal all this while. Without our advice, we certainly would not be able to come out with such determined and dedicative proposal.

3. We will keep the knowledge, skills and information we have gathered for our good in the future. We want to thank you again and are there any problem relating to this proposal, please let us know and we will made the connection on it immediately and systematically

4. We would be glad if you wish to have us present our Business Plan for better understanding. All your attention and support towards our Business Plan are greatly appreciated.



## EXECUTIVE SUMMARY

There are criteria and conditions that have to be fulfilled which require the involvement of effort and precision of producing our goods. Without such conditions, the business cannot run properly and organizational goals will not be achieved. These conditions must be achieved in order for business to take position in the first place.

Firstly, the organization has to attain a business or trade license from related authorities due the organization's location. The organization must be registered and recognized by the particular departments in servicing.

Secondly, the needs and demands of the customers are to be recognized in order to satisfy them. This will be achieved by producing high quality services that interest all parties. When these requirements are fulfilled, the organization can be maximize the profits from the business and increase the number of customers.

Thirdly, all the machineries, equipment and materials will be checked and rechecked to ensure no damages on the equipment and avoiding technical problems during our premise in operation. This is important not just for the purpose of gaining customer, but also in order to sustain the trust and existing numbers of customer. It is their rights according to the law to buy and purchase quality products from the providers, and must also be treated in a proper order.

Fourthly, in order to run an organization, a sufficient amount of human resource is needed in order to a high quality standards and maintaining the main workplace in the long run. The workers must be qualified, experienced, have a knowledgeable on handling this kind of services. All the necessities are required in order to produce the services that are on standard with customers' expectations.

The stated conditions need to be prepared beforehand before starting the business. All the major aspects of planning have to be considered to ensure proper management of the business in obtaining the goals of the organization.





## INTRODUCTION TO BUSINESS

Our company name is **EVERYDAY PRINTING**. We choose the name because the meaning itself will bring a good impression from our customer.

**EVERYDAY PRINTING** is a partnership company aimed to be no. 1 printing service as well as providing best quality services. This business has been agreed the form of partnership, which consists of five members. All partners have agreed to abide to all the terms of the partnership as to contribute some capital according to the allocated shares.

The main reason of existence of the **EVERYDAY PRINTING** is to provide printing service and offer various of service such as photocopy and selling stationaries. We are all agreed to open a business in this printing industry as it is in a high demand by the customers' nowadays. We are trying to give the high quality of printing and best services to the customer.

As what had been agreed by all and due to conveniences, we have agreed to set up our business at Desal Ilmu area in Kota Samarahan. Apart from the development rate in Desal Ilmu area that we all know had been increasing rapidly, it is a very conducive and strategic place for such businesses. Besides, we had found that students from UiTM Samarahan need to print out their assignments. Thus, we see this as our big opportunity to start such a business at Desal Ilmu. This will give more advantages for us to make our selling and services more profitable and stabile in the long run.

Our business will be expected to commence on 1<sup>st</sup> February 2012 and our vision is to make our company a well-known, no. 1 printing, photocopy and sells stationeries and providing best quality services.