

Operations Manual Setup Example:



Business Vision

- Business Why
- Business Mission
- Business Values
- Business Manifesto



Business Branding

- Style Guide
- Logo Files
- HEX/RGB Color Codes
- Fonts Used



Documented Workflows

- Client On-Boarding
- Packaging and Shipping
- Photo editing
- Reservation taking



Important Links

- Website
- Sales Pages
- Social Media



Featured In/On Links



Client Testimonials



Course/Membership Info

Sample Operations Manual For Small Business

Lee Galloway

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