

## **Chapter 1**

### **WINDOWS**

Window cleaning is a job no one wants to do, but when you really think about it there is a lot of money to be made cleaning windows, in shops, shopping centres, offices, factories, warehouses, flats, apartments, schools, child minding centres, car dealerships, hospitals, churches, buildings, homes and so on.

Any kind of shop or office generally has windows that need to be cleaned on a regular basis. No one wants to go into a shop, which looks messy or untidy and has dirty windows. Don't forget, most of the time people indulge in window shopping first, before they even go into the shop to buy anything.

That's why it is important, for any business to keep their windows clean at all times. Cleaning windows is not that hard, as long as you have the right equipment to do the job properly.

This little business is suitable for any outgoing person; you don't even need to have a car or a licence. Public transport, a simple push bike or scooter could easily take you to any place you want to go.

To start a window cleaning business, all you need is:

- 2 Plastic Buckets
- A Bag of Rags
- A Money Belt
- A Window Cleaning Blade
- A Small Spray Bottle with Glass Cleaner
- 2x Squeegees (with extendable handles)
- Uniform or Overalls (would give you a more professional look)
- Magnetic, or a painted signs on your vehicle

Carry a pen and a small note pad, to keep track of all the areas you have been to. It will also help you to keep track of the clients that need your services, on a continuous basis.

Your next step is to design a flyer and a business card on your computer. If you're not computer literate, then ask a family member or friend to help you. At this stage, you must decide, if you want to run under a business name, for example "HARRY'S WINDOW CLEANING SERVICES," or just, "WINDOW CLEANING SERVICES".

In your flyers and business cards, clearly state what your services are, not forgetting to include your name and contact details (not your address), your

cell phone number and e-mail address. A fax number might also come in handy.

To make your advertising flyers more interesting, think of using a cliché. Here are some examples:

1. No Windows too Small
2. Forget the rest, ring the best
3. For a clearer view
4. For squeaky clean windows
5. In a hurry, ring Harry
6. A quality clean, because I'm Keen!
7. Improve your outlook on life

Once you're satisfied, how your flyer and business card looks on the computer, make a few copies at home, or at your local copy centre, library or newsagent. Using coloured paper, with bold black lettering always helps to make your flyers and business cards stand out. I suggest, you start with about 500 flyers and business cards.

Now that you have got your flyers and business cards ready, along with your equipment, you're almost ready to begin. Before you venture out there, I suggest you wash your own windows at home, not only to gain some experience, but also to get familiar with your cleaning gear.

You will now need to choose the area you are going to start in. I recommend you look in your local street directory and decide on which suburb, or area you would like to commence, you could even start at your local shopping centre, or business district if you like.

Pick the beginning of the week to embark on your new venture, keeping in mind the earlier you get started, the more cash you will generate, by being able to do more business during that day.

You have the choice of using public transport: e.g. Bus, Train, Tram or even your pushbike, scooter or a car. It would be a good idea to park your vehicle at your local shopping centre, or railway station and start working the businesses in that area.

Before you enter the premises of a shop, office or warehouse, look around the building and see how many windows it has and how large they are. Calculate an approximate price you would like to offer the client, before you walk in.

It's always better to break down the cost to per window, rather than mentioning the overall price to your customer. For example, if the building has 15 small windows, it would be better to give them a price of \$3.00 per

window, rather than a total of \$45.00, But, naturally, if the windows are larger, then charge the customer \$1.00 or \$2.00 more.

A standard window should take you no longer than three minutes to clean and with an average of about 45 minutes to clean 15 standard windows, you would be making yourself approximately \$1.00 a minute.

Some customers may like the inside of their windows cleaned as well, if that is the case, then consider charging the customer \$5.00 - \$6.00 per window for cleaning both sides.

As you enter the premises, greet your customer with a smile while offering your service. At the same time hand them your business card. Keep it short and simple, as business people are extremely busy and are always in a hurry. If you have decided on the price you are going to charge the customer, before you enter the premises, it would save you time and also make you will look more professional.

When you have agreed on the price, find out where the nearest water tap is. Fill your bucket up with water and carry it over to the windows. Make sure, that your spray bottle has a bit of water mixed in with some window cleaning detergent as well. Spray the detergent onto the window, starting at the top, letting the water run down to the bottom of the window.

Now, using the sponge side of the squeegee run it up and down the window, to wash the glass. Then turn the squeegee over and drag the bladed side of the squeegee, down from the top of the windowpane to the bottom. You could also try working the squeegee from left to right, while working your way down as well. Do whatever you find easier to do.

Then taking the rags out of our pocket, quickly mop up any excess water at the bottom of the window and without getting carried away, admiring yourself in the reflection, move on to the next window as quickly as possible, until all the windows are finished. As you go along, you will become more efficient, being able to clean more windows in a shorter time.

Once you have completed your work and have been paid, offer the customer a discounted price for cleaning their windows on a regular basis. If they agree, then make a note of it in your dairy, or notebook.

Remember, it does not matter how long it takes to cover all the businesses in that area. Always start from one side of the street and then work your way down to the end. Then, cross over to the other side and work your way back again. If you don't finish getting to all the business on that day, then go back the next day and start from where you left off.

When you're satisfied, that you have covered most of the businesses in that area, take the train, tram or bus to the next stop and start again. Keep doing

this until you get to the end of the line. It doesn't matter, if it takes you 3 to 6 weeks to get to the end, by then those windows you first cleaned, would require cleaning again.

A good aim would be between 40-50 businesses a day, on an average of \$20.00 per customer, you could generate an income of \$800.00 - \$1,000 per day. Not bad, when you really consider the tiny outlay to get started and the fact that you are using their water too. You will also make money on tips, as most customers will let you keep the change.

Think about offering your window cleaning services to residential homes, on the weekend as well, by going door to door, when most people are at home. As you are approaching their front door, make a note of how many windows there are to clean. Now, if the job is worth \$3.00 a window and there are 6 windows, obviously, the total would be \$18.00. Offer the customer a round figure of \$15.00, if they make up their mind on the spot and seal the deal. If no one is at home, then leave your flyer or business card under the door or in their letter box.

Cleaning windows is an excellent business, if you are young, old or middle aged. You could work your own hours and also choose how many days you would like to work, but whatever you do, don't consume alcohol, or be under any prescription drugs when climbing ladders, or scaffolding.

Taking your son to work with you during his school holidays, or even someone else on a part-time basis, would help you to clean more windows in a day. Pay them \$100 a day for working with you, as you will still come out in front. If you also happen to get sick, or want to take some time off, they could still keep your business running, as dirty windows waits for no one.

As time goes on, you might find that you have more work than you can keep up with. There is then nothing stopping you from hiring other people, to do the extra work for you. Given that you would be providing them with the jobs, they could work for you on a commission basis, on how many windows they clean on that day. Remember that extra \$50 here and \$100 there coming to you from others, would help you accumulate easy cash even faster.

A good advertising sign on your vehicle would also generate more business for you.

You could claim on all your work related travelling expenses, cleaning equipment, overalls, dry cleaning, shoes or boots and advertising costs as well and a part of your fuel and maintenance, at the end of your financial year.

*Tip: An I-pod or Walkman will also keep you entertained while working!*

## **Chapter 10**

### **CARS**

If you are mechanically minded, with a bit of panel beating knowledge and you like tinkering with cars, then this should be of some interest to you. There are more than 5 billion cars on this planet. That's a hell of a lot of cars when you think about it. So you see, there is a lot of money to be made in buying, fixing and reselling these vehicles.

You could easily buy these damaged vehicles from the newspapers, auctions, Internet sites and even your local wrecking yards. You would find cars that are poorly maintained, been in accidents and some might only need minor mechanical and body work to be good again. Before buying any damaged vehicle, make sure it hasn't been written off as unrepairable at the motor registration office, or you might never get it back on the road again.

It would be great if you had a house with a big garage or garden, but even a carport would do, as long as your work place is under cover. In addition, you would also have to invest in the right tools to get started.

To do mechanical work you would need tools such as: screws, screwdrivers, light globes and fuses, pliers, ratchets, spanners, drills, drill bits, compressor, wire, wire cutters, timing light, plugs and point sets, hoses, nuts, bolts, clamps, washes, overalls, hydraulic jacks, hammers and a few other bits and pieces.

To do panel beating work you would need tool such as: rubber mallets, hammers, metal cutting tools, sand paper, paints, thinners, cutting compounds, polishing buffer, light globes and fuses, spray guns, compressor, welders, face masks, gloves, overalls, spray booth and some other tools mentioned above.

When using paint and thinners always make sure you are wearing a face mask and working in a well ventilated area, as the paint and thinners could damage your lungs and kidneys in time to come.

Before you start looking for vehicles to purchase, there are a few important things to keep in mind. In this day and age of high fuel prices, a small 4 cylinder automatic is much easier to repair and sell than a 6 cylinder. To gain some experience, start with these smaller cars when you are first getting started.

When buying a car, always make sure the cost of fixing it doesn't outweigh the cost of buying it in good mechanical order in the first place. If this is the case, it may be better to leave that vehicle alone and move on to the next one.

A car with low kilometres or miles on the clock is a much better investment, as it shows the vehicle hasn't been used too much. Always start the car and listen for any rattles and excessive smoke coming out of the exhaust. If you find smoke coming out of the exhaust after the car has been running for a while, it could mean the rings and valves in the engine needs replacing, which would costs you a lot of time and money to fix.

Other items to keep an eye open for:

- ❖ Oil leaks: power steering, engine, transmission, and brake master cylinder.
- ❖ Water leaks: radiator and hoses, water pump, wiper washer hoses.
- ❖ Rust: between guards, under doors, panel edges, boot, floor, around sunroof.
- ❖ Paint: overspray, chips, crack, dents, all body panels must colour match.
- ❖ Interior: rips, burns, seats, dashboard, roof, sun visors, carpet.
- ❖ Electrics: horn, indicators, brake reverse and parking lights, headlights, dash lights, interior lights, wiper washer, stereo and antenna.
- ❖ Engine: level and colour of oil, listen for knock and rattles, smoke from exhaust and a compression test on the engine if possible.
- ❖ Transmission: oil leaks, colour and smell of oil, (if burnt) transmission on way out.
- ❖ Body: filler, rusts, dents, repairs, sunroof leaks, alignment of doors, bonnet and boot.

Finally, if its all good, take the vehicle for at least a five kilometre test drive around the block and pay attention to the transmission gear changes if it's an automatic. When you get back, take another look around the vehicle, while the hood is up and the motor is running. Look under the vehicle again for any oil or water leaks.

Finding a vehicle with the original service books is a definite bonus, as the next owner would feel more secure that the vehicle has been well maintained. The value of these vehicles can always be sourced from the Internet or a value guidebook in your country.

The best way, to pick up a bargain is to get your newspaper or your local trading post first thing in the morning and call the sellers before anyone else

does. Another option is to browse the Internet. If you find an interesting vehicle, call and get there as fast as possible. Remember, a good bargain sometimes could be missed by a few minutes.

Always get to an auction early enough to give you time to inspect the vehicles that you might be interested in. Concentrate only on about 3 or 4 vehicles that have the potential to make you money. When the time comes to bidding, look around and check out your competition, then wait until the auctioneer says going once, going twice before raising your hand if you still want that vehicle.

Take someone along with you, so that they could drive back the vehicle you have purchased. Alternatively, you could hook up a tandem trailer to the back of your vehicle and bring the vehicle back yourself, without owing anyone a favour.

Another excellent place, to source bits and pieces for these vehicles are at your local wrecking yards and the Internet. Try to buy replacements panels in the same colour as the vehicle if possible, saving you time and money on having to get it painted. Deal with one or two spare parts suppliers, as you would most probably get a discount or even a 30-day account if you deal with them on a regular basis.

Once you have brought the vehicle back, go over it thoroughly and make a list of all the parts you need to bring it back to a road worthy condition. If you think the necessary work could be done in a few days. Then place an advertisement straight away in the newspapers and also the Internet and try to sell it as fast as possible. This way, you could re-invest your money in the next vehicle faster.

When you have finished with all the mechanical and body work, then thoroughly wash the engine and the surroundings as well. Finally, a mild cut and polish on the outside, with a minor detailing of the interior would bring the vehicle to a more impressive state, ensuring a higher price at the time of sale.

A set of mag wheels, new seat covers, a stereo and speakers, along with painting the tyres for that new look and even going as far as getting new number plates, if the originals are shabby is money well spent. As most times, the condition of the number plates would reflect the previous poor condition of the vehicle.

If you get along well with your neighbours, then get them involved in helping you repair these vehicles and give them some cash when you sell them. This way they wouldn't really mind the noise you make when you are repairing them.

If you live on a main road, you could also place a "For Sale" sign on the inside windscreen of the vehicle, with the price and your phone number.

Once you have made your first sale, keep doing the same thing until you turn over at least 10 vehicles. By this time you would have discovered a few easier ways of doing things. After that, I recommend you invest in two cars at the same time. Another option is to get a car dealers licence, enabling you to then buy vehicles from auctions at wholesale prices, naturally making you a bigger profit.

Other ways to make money in cars is to buy old classics and vintage cars. Then spend the time and money to bring them up to scratch. Old classic cars are more sought after now than ever before. People are snapping them up even if they're rusty and Smokey. If it's a "Limited Edition" then you could be laughing all the way to the bank.

With the surge of Dot com millionaires around the world, old vintage and muscle cars like the Caddies, Trans Am's, Corvette's and General Lee's are virtually going through the roof. With the Internet at hand, it's quite easy to purchase these cars from anywhere around the world and have them shipped over in a matter of weeks. If you buy a car from overseas, always get someone to briefly check it out over there. You could even get someone from a car club in that country, to give you a report for a small fee, before you transfer any money overseas.

Old and vintage convertibles are the most desired vehicles people want to own. If you spend the time and money to bring them up to a new condition again, you would be guaranteed a sale without fail.

Winning any trophies at motor shows with these vehicles, while driving them around at the same time, would also add more value when the time comes to selling them. So, if you like cars, why not turn your hobby into making some money as well. Then everybody would be as happy as Larry.

You could claim on: advertising, tools and accessories, overalls, dry cleaning, work boots, part of your home and cell phone and also a part of your fuel and vehicle maintenance, at the end of the financial year.

*Tip: Use a powerful magnet around the car body to check for any body filler.*