

## EXAMPLE WORKSHEET – LIST OF POTENTIAL IMPLICATIONS OF COVID-19 ON YOUR BUSINESS

Possible impact of COVID-19 on business	Estimate of financial impact	Possible mitigating strategies
E.g. An 80 per cent drop in physical traffic into your business for one to two months.	A 50 to 80 per cent fall in sales for two months, leading to your cash reserves becoming dangerously low.	<ul style="list-style-type: none"> <li>Act now to build your cash reserves.</li> <li>Invest in enhancing your ability to sell online and deliver goods to customers.</li> <li>Defer some stock orders.</li> </ul>
E.g. A key supplier is unable to fill your orders for one to two months.	<ul style="list-style-type: none"> <li>A 20 to 40 per cent decline in sales, <u>or</u></li> <li>Having to shut your production line</li> <li>Your cash reserves become dangerously low</li> </ul>	<ul style="list-style-type: none"> <li>Talk to your key suppliers about their COVID-19 contingency plan.</li> <li>Seek alternative suppliers.</li> <li>Stockpile essential items you believe may run out.</li> <li>Act now to build your cash reserves.</li> </ul>
E.g. A key customer stops placing orders with your business for three months.	A 15 to 30 per cent decline in revenue for up to three months, leading to your cash reserves becoming dangerously low.	<ul style="list-style-type: none"> <li>Talk to your key customers about their COVID-19 contingency plan.</li> <li>Seek new customers to offset decline in sales and reduce reliance on key customers.</li> <li>Offer discounts or other payment terms to that key customer to encourage them to keep buying from you.</li> <li>Encourage them to increase their purchases of your goods and services now before the full impacts hit their business.</li> <li>Act now to build your cash reserves.</li> </ul>

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