

JG & C Computer Services Business Plan

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DESCRIBE YOUR BUSINESS:

JG & C Computer Services is a small and smart stationery business that provides office materials and learning school supplies. The business is surrounded by three primary Schools, one Teacher's Training College, and two Government secondary Schools. In addition to that, there are also government and non-governmental organizations' offices. My plan is to expand and provide standard services that they cannot find anywhere and to be fully equipped with all materials required by the needy therefore as I will get the loan I will buy one professional camera for professional ID and passports Photos (\$210), buy Selphy CP1200 photo printer and its package of papers (\$300), Laptop (\$200), Photocopier (\$200) and the remaining \$90 for assorted office supplies and school utilities e.g. A4 hand covers, exercise books, pens etc. This finding will help my business reach my goals and vision.

EXPLAIN THE PROBLEM.

My location has no stationery or computer services like typing and printing, as well as photocopying.

EXPLAIN YOUR SOLUTION.

Opening of computer services at this trading shall help all individuals, Schools, Government, and nongovernmental organizations to have a short distance to buy their office and personal needs. Below is my visionary JG&C Stationery shop



BUSINESS MISSION STATEMENT:

To provide high-quality, reliable stationery products and solutions with a proper pricing policy, fostering creativity and inspiration. All this helps us to achieve appreciation from the customer's side.

HOW LONG HAVE YOU BEEN IN BUSINESS?

Over 8years. (I was doing business from 2014 -2019 due to thieves; they stalled all my properties in the shop, and now I want to start again).

YOUR NET INCOME.

Income =294.00 Expense = 91 Net Income 203

SERVICE OR PRODUCT DELIVERABLE:

- Typing and printing
- photocopying

- photo editing and print
- designing logs
- binding
- selling office and school utilities
- music recording
- passport size
- 4 by 6, 8 by 12, A5, and A4 sizes of photos

DESCRIBE YOUR BEST CUSTOMER:

Individuals and organizations: many people come to shop for personal needs like buying exercise books and pens for their children, and non-governmental or government organizations usually come to the shop for office materials and exam processing during term-end classes for both Primary and Secondary Schools.

WHY CUSTOMERS DO BUSINESS WITH YOU RATHER THAN WITH YOUR COMPETITORS:

Good location, proper Pricing, high quality of services, time management, all methods of payments are available, and customer care.

WHAT IS THE MOST COMMON CAUSE FOR A BUSINESS LIKE THIS TO FAIL?

- Poor coordination with customers
- Abnormal pricing on items and
- Time management

HOW CAN YOU AVOID THIS PROBLEM?

- Customer care: we always handle customers to their satisfaction
- Prices are set as per order, not as we want
- We provide or serve customers within a short time of his or her arrival

LIST YOUR SERVICES OR PRODUCTS AND THEIR PRICES:

- TYPING AND PRINTING = 0.58/PAGE
- PHOTOCOPYING = 0.12 / PAGE
- PHOTO EDITING AND PRINTING 0.71 / PHOTO
- DESIGNING LOGS = 2.94
- BINDING = 1.76 (SMALL BOOK)
- SELLING OFFICE AND SCHOOL UTILITIES
- MUSIC RECONDING = 0.18
- PHOTO 4X8 = 0.59

HOW DO CUSTOMERS KNOW THAT YOU EXIST?:

- We do advertise through social platforms like WhatsApp and our Facebook page.
- One-to-one approach as I visit schools and offices

WHY DID YOU CHOOSE THIS BUSINESS?

I have been in such business since 2004 - 2015, so I have more experience from all corners of this business that enabled me in 2014 to open my own business and later resigned from Rikum Computer Services where I was working. My own shop was progressing only, but in 2018 robbers destroyed the shop and stole my Computers, Printer, and other utilities

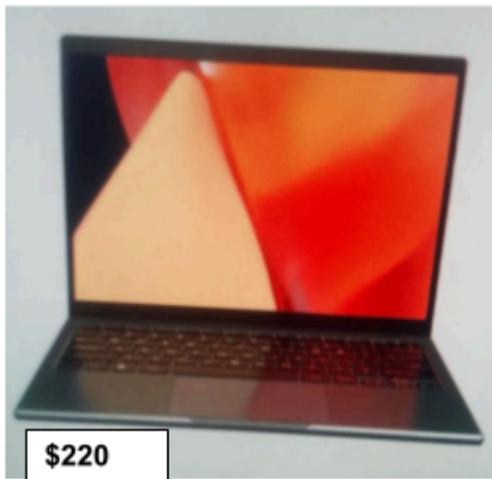
LIST YOUR TOP WAYS TO FIND NEW CUSTOMERS:

I will increase my one-to-one approach, WhatsApp, and Facebook, including flyers

Insert pictures of your business activities here and give a brief explanation of each:

HOW WILL YOU USE THE MONEY? (Include pictures of the product/service (s))

Total Amount: \$900.00



The remaining \$140 I will use to purchase office and school utilities

Income Statement:

Month	9 Months Ago	8 Months Ago	7 Months Ago	6 Months Ago	5 Months Ago	4 Months Ago	3 Months Ago	2 Months Ago	Last Month	Month 1 Forecast	Month 2 Forecast	Month 3 Forecast	Total
Sales revenue	294	294	294	294	294	294	294	294	300	700	950	1,080	5,383
Total transactions or units sold	40	40	40	40	40	40	40	50	50	50	60	60	550
Revenue per transaction or unit	7	7	7	7	7	7	7	6	6	14	16	18	10
Expenses													
Self salary	30	30	30	30	30	30	30	30	30	40	40	40	390
Employee salaries	0	0	0	0	0	0	0	0	0	0	20	20	40
Raw materials	70	70	70	70	70	70	70	70	70	80	100	100	910
Store Rent	30	30	30	30	30	30	30	30	30	35	35	35	375
Technology	2	2	2	2	2	2	5	6	7	8	9	11	58
Advertising	0	0	0	0	0	0	0	0	0	2	2	2	5
Transportation	10	10	10	10	10	10	10	10	10	12	12	12	123
Loan repayment	0	0	0	0	0	0	0	0	0	0	0	38	41
Taxes/Fees	0	0	0	0	0	0	0	0	0	3	3	3	9
Other	1	1	1	1	1	1	1	1	1	2	2	2	16
Total Expenses	143	143	143	143	143	143	146	147	148	181	222	262	1,964
Expense per transaction or unit	4	4	4	4	4	4	4	3	3	4	4	4	-
Net Income to reinvest	151	151	151	151	151	151	148	147	152	519	728	819	3,419
Net Profit Margin	51%	51%	51%	51%	51%	51%	50%	50%	51%	74%	77%	76%	-

Cash Flow statement:

	2 months ago	last month	this month	next month	month 3	month 4	month 6
Income	294	294	300	600	650	800	1094
- Fixed expenses	-30	-60	-95	-95	-95	-95	-95
- Loan payment	0	0	0	0	-37.5	-37.5	-37.5
- Variable expenses	-86	-91	-91	-350	-115	-400	-120
= Profit (or loss)	178	143	114	155	402.5	267.5	841.5
Starting cash	0	178	321	435	590	992.5	1260
Available cash	178	321	435	590	992.5	1260	2101.5

WHAT HAVE YOU DONE WITH THE PROFITS YOU MADE TWO MONTHS AGO AND LAST MONTH? BE VERY SPECIFIC ABOUT ITEMS PURCHASED AND THE AMOUNT SPENT.

In 2016-2017, I managed to build my own house of four bedrooms, two sitting rooms, and one store room, then robbers came and stole all my properties in the shop, leaving me empty.

This is what I achieved from my past stationary business with hope as I get the loan I will manage to pay back the loan and finish my house then become self-reliant person within five years.



What did you learn from the practice pitch you gave to your area supervisor's Rotary Club? What was the date of that practice pitch event?

My pitch event was on Monday, 4th August, 2025, 7:30 PM. I have learned that as I put much effort into doing things, God always helps us to fulfill what we want to achieve. Putting my products in order helps me with pricing and good exposure to customers. During this time, I also learned that keeping records of my business helps to understand the business/ experience better and not repeat the same mistakes.



Joe Gibson Saka is the lastborn son of the family of Mr. Joackim Saka and Catherine Moyo. I am married to Julient Milanzi, and God has blessed us with three girls and one boy. I am a self-starter with minimum supervision, Hardworking, a good listener and fast learner, a best team player, focused, and easy to adapt to social environments.

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