

TURNING YOUR FREELANCE BUSINESS INTO AN AGENCY

WORKSHEET



The most important part of starting an agency is making sure that you have dependable employees and contractors that are working for you.

This small sheet will help you keep track of the people you've hired for your agency and whether or not they've been fully integrated and let loose in your business.

The Role	How Many Have You Hired?	Are They Still in Training?	Are They Fully Integrated into Your Agency?
Virtual Assistant			
Fulfillment Specialists			
Sales Team			
Marketing Team			
Project Manager			