



**The Encyclopedia of Small Business Forms and
Agreements: A Complete Kit of Ready-to-Use
Business Checklists, Worksheets, Forms,
Contracts, and Human Resource Documents With
Companion CD-ROM**

Martha Maeda

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Starting and running your own small business can prove a daunting task. Dozens of details must be tended to, and you are required to complete a book's worth of forms and agreements from a slew of various agencies and organizations. Considering the Small Business Association's estimate that more than half of small businesses fail within their first year, you'll need all the help you can get.

Put yourself on the winning side of the statistics with The Encyclopedia of Small Business Forms and Agreements. This convenient book provides small business owners with ready-to-use checklists, worksheets, forms, contracts, and human resource documents all in one small place. Inside these pages, you will find more than 250 essential documents for all your hiring, firing, intellectual property, Internet, technology, legal, merger, acquisition, money, fundraising, sales, marketing, and starting-a-business needs.

With its professionally organized, easy-to-read format, this book takes you step-by-step through the valuable forms, which may be easily printed out and customized thanks to the convenient companion CD-ROM. Hundreds of easy-to-implement tools, contracts, forms, and checklists, such as letters of intent, rental agreements, operating expense worksheets, potential location checklists, and sample job descriptions will help you organize your business and make it easier to manage while increasing your bottom line. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com

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