

# 1: USING THE GUIDE

Your *NxLevel® Business Resource Guide* is conveniently 3-hole punched for easy binding, and is divided into tabbed sections that can be added to or changed at will.

*Please note:* *The Guide* is also available for download in Adobe .pdf format on the NxLevel® Website (<http://www.nxlevel.org>) in the Participant Resource Section. As information changes, updates are posted to our Website so that participants can download individual pages and keep their own Resource Guide up-to-date. (If you find that any of this printed material is out of date, please email us at: [resourceguide@nxlevel.org](mailto:resourceguide@nxlevel.org) and we'll be sure to post any corrections to our Website.)

## Tab 1

This introductory section, **Tab 1**, will outline the other tabs in *The Guide* and suggest their uses. There are a total of nine tabbed sections, consisting of:

Tab 2	Business Start-up Information by State
Tab 3	Sample Business Letters
Tab 4	Sample Business Forms & Agreements
Tab 5	Marketing Information Resources
Tab 6	Capital & Financial Information Resources
Tab 7	Special Population Resources
Tab 8	Business Assistance Resources
Tab 9	General Business Information Resources

## Tab 2 (Online only)

**Tab 2—Business Start-up Information by State** gives you a quick two-to-three page summary of key business contacts that would be required for starting a business in each state. Topics for this state-specific information include:

- Registering your business
- Obtaining sales tax licenses
- Obtaining a Federal Employers Identification Number
- Registering for Workers Compensation Insurance
- Registering for Unemployment Compensation Insurance
- OSHA state contact information

- Where to find more information about:
  - Other required state licenses and permits
  - Local business licenses and permit requirements
  - Zoning and building permits
  - Wage and hour, fair labor standards requirements
  - Business incentives, employee training, local economic development programs
  - Business assistance, publication and financing resources
  - Counseling, training and managerial assistance for small business owners

## Tab 3

Tab 3—**Sample Business Letters** may save you time, energy and money. This section starts with **Effective Business Letter Tips**, then suggests uses and formats that can be customized for frequently used letters in the categories shown below:

### **Employment Matters**

- Request for Reference From Prior Employer
- Authorization to Release Reference Information
- Employment Offer
- Rejection Letter to Unsuccessful Applicants
- Notice of Deficient Work Performance

### **Buying and Selling Goods and Services**

- Request for Bid
- Bid Rejection Notice
- Bid Award
- Order Confirmation
- Order Acceptance
- Delivery Receipt
- Cancellation Notice—Back-Orders
- Cancellation Notice—Failure to Deliver
- Rejection of Shipment Notice
- Non-Conforming Goods Notice
- Acceptance of Non-Conforming Goods Notice
- Demand for Goods
- Notification of Non-Shipment
- Stop Shipment Order
- Disputed Balance Letter

**Credit and Collection Issues**

- Bad or Returned Check Letter
- Credit References Letter
- Credit Application—for a business
- Notice of C.O.D.
- Explanation of Credit Rejection
- Notice of Overdue Account
- Account Past Due—Second Notice
- Overdue Account—Final Notice
- Installment Agreement to Pay Overdue Account

**General Useful Letters**

- Letter to a Legislator—sample
- Letter to a Local Official—sample
- General Letter of Apology
- Acknowledgment of a Complaint

**Tab 4**

**Tab 4—Sample Business Forms & Agreements** provides you with forms and agreements most frequently used in the business setting. While it is *not* suggested that you use the samples relating to legal matters without the advice of your attorney, all of these samples may give you a head start on understanding the typical form or agreement contents, which will potentially save you time and money. Again, you are encouraged to customize the format of the samples to fit your particular business situation, and to seek professional legal help where appropriate. Forms and agreements categories and their contents include:

**Employment Matters**

- Employment Agreement
- Non-Disclosure Agreement
- Employee Secrecy Agreement
- Employee Non-Compete Agreement
- Employee Invention Agreement
- Independent Contractor Agreement

**Intangible Asset Protection**

- Assignment of Copyrights
- Permission to Use Copyrighted Material
- Permission to Use Quote or Personal Statement

### **Legal and Organizational**

- Power of Attorney
- Revocation of Power of Attorney
- Partnership Agreement
- Joint Venture Agreement
- Ratification of Organizational Meeting
- Notice of Annual Meeting
- Notice of Meeting of Directors
- Notice of Special Meeting of Directors
- Notice of Special Meeting of Shareholders
- Minutes of Meeting of Directors
- Minutes of Special Meeting
- Certificate of Corporate Resolution
- Certificate of Corporate Vote
- Record of Vote Establishing Salary
- Record of Vote for Execution of Property Lease

### **Leasing**

- Lease Agreement
- Lease Amendment
- Lease Extension
- Agreed Lease Termination
- Assignment of Lease
- Notice to Vacate for Cause
- Lease of Personal Property

### **General Forms and Agreements**

- Promissory Note
- Single Installment Note and Guaranty
- Demand Note
- Payment in Full
- Notice of Default on Promissory Note
- Consignment Agreement
- Sales Agency Agreement
- Contract Modification
- Contract Termination

## Tab 5

**Tab 5—Marketing Information Resources** is designed to enhance your ability to find information through research resources listed. Information categories have been selected pertaining to the broad subject of marketing, and only the most helpful of the specific resources are listed. Each listing includes the resource name, address, phone number, Website (when available), and a description of the type of information that particular resource provides. Resources are listed in the following marketing information categories:

- Industry Information
- Consumer Information and Demographics
- Franchising
- Trade Associations
- Marketing Education

## Tab 6

Similarly, **Tab 6—Capital & Financial Information Resources** was developed to aid you in your research about sources of capital for small business and other relevant financial information for the entrepreneur. Specific resources have been narrowed only to those proving to be most beneficial for the entrepreneur to pursue, and include the resource name, address, phone number, Website (when available), and type of information provided. Information in this section is divided into **Capital Resources**, **Financial Resources**, and **Government Financial Resources**.

## Tab 7

**Tab 7—Special Population Resources** provides resources available to **Minority-Owned Businesses**, **Women-Owned Businesses** and the expanding category of **Home-Based Businesses**. Specific listings include the resource name, address, phone number, Website (when available), and type of service or information available from that particular resource. Listings in this section are primarily associations organized for the enhancement of a special population group. Quite often, these listings have extensive access to additional resources for that population segment.

## Tab 8

**Tab 8—Business Assistance Resources** lists small business service providers within the most frequently requested categories of business assistance. Descriptions are given of the various services available within each service provider listing, including addresses, phone numbers of specific offices where appropriate, and Websites (when available). Categories of business assistance information are divided into:

- Management and Technical Assistance
- Labor/Employment
- Procurement
- Patents/Copyrights/Trademarks
- Tax
- International Trade

## Tab 9

**Tab 9—General Business Information Resources** contains four sections. **Periodicals** lists the most popular and informational of small business and entrepreneurial over-the-counter periodicals, with the phone numbers for subscription inquiries. **Library Resources** lists hard-copy resources which are readily available in most libraries and on-line services that may be accessible from library computer services. **Selected Business Organizations** provides the name, address, phone number and organizational description of the most widely recognized small business organizations in the United States. Finally, the **Helpful Reading** section lists additional useful books for the entrepreneur's library. While there are thousands of literary works in the libraries concerning small business and entrepreneurship, only the most helpful of selected "reference-type" reading is listed in this section.

For more information, suggestions, and comments please contact us:

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