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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 not available for download with this electronic version of the book but it may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com. Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed. This Atlantic Publishing eBook was professionally written, edited, fact checked, proofed and designed. The print version of this book is 288 pages and you receive exactly the same content. Over the years our books have won dozens of book awards for content, cover design and interior design including the prestigious Benjamin Franklin award for excellence in publishing. We are proud of the high quality of our books and hope you will enjoy this eBook version.

About the Author Martha Maeda is a freelancer, ghostwriter, and author of more than 20 books including *The Complete Guide to Green Building and Remodeling Your Home*, *Basic Guide to Investing in ETFs*, *How to Wipe Out Student Loans*, *How to Solar Power Your Home*, *How to Open Operate a Financially Successful Independent Record Label*, and *101 Sunday School Activities on a Tiny Budget*. She is passionate about helping people who might not otherwise become authors to self-publish their work and discover their writing potential. She currently lives with her family in Orlando, Florida.