



Small Business Kit For Dummies

Richard D. Harroch

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Millions of Americans own their own businesses, and millions more dream of doing the same. But starting your own business is a pretty complicated matter, especially with all the legal issues and paperwork. This updated edition of the top-selling small business resource is chock-full of information, resources, and helpful hints on making the transition from a great idea to a great business.

If you've got a great idea for your own business, you need the kind of straightforward advice you'll find here — the kind of advice you'd normally only get from business schools and MBA courses. *Small Business Kit For Dummies, Second Edition* covers all the basics on:

- Recent tax law changes
- Balancing your finances
- Hiring and keeping employees
- Effective management strategies
- Accounting fundamentals

In addition to the basics of business, you'll also find top-class advice on more advanced business basics, like business plans, the ins and outs of contracts, and using the Internet to expand your business. For entrepreneurs large and small, this comprehensive resource offers authoritative guidance on all your biggest business concerns, and offers unbeatable advice on such topics as:

- Choosing your business structure — from LLCs to S corps
- How to develop and write a standard business proposal
- Going public, issuing stock, and keeping a stock ledger
- Raising capital and understanding securities laws
- Bookkeeping standard practices
- Tax basics for small businesses
- Handling the paperwork for new hires
- Designing employee compensation plans
- Working with independent contractors and consultants
- Patent and copyright protections
- Dealing with the Press

In addition, the book includes a CD-ROM full of helpful resources — forms, contracts, and even sample versions of the most popular software for small businesses. With *Small Business Kit For Dummies* you'll find all the tools you need to get your small business up and running — and keep it running for years and years to come.

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