

SCORE®

"Counselors to America's Small Business"

Sponsored by the U.S. Small Business Administration

Two Gateway Center, 15th Floor

Newark, NJ 07102-5003

Tel. 973-645-3982

Website: <http://nj-score.org/c0150cha.html>

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WORKSHOP: STARTING AND MANAGING YOUR OWN BUSINESS

DO YOU KNOW:

- How to get off to a good start - success and failure factors
- How to prepare a business plan - how to follow it
- How and where to register and/or license your business
- Your record keeping and tax obligations
- How to reach your market/advertising
- Insurance considerations
- Sources for financing your business
- Your legal requirements/considerations

These and other topics will be addressed in a seminar conducted by the Newark Chapter #15 of SCORE (Service Corps of Retired Executives). The seminar is designed for men and women who plan to start, or who have recently started their own business.

PLACE: SCORE
U.S. Small Business Administration, New Jersey District Office, Two Gateway Center, 15th Floor, Newark, NJ 07102

DATES: Tuesday, September 16, 2003 Tuesday, October 21, 2003 Tuesday, November 18, 2003
Tuesday, January 20, 2004 Tuesday, February 17, 2004 Tuesday, March 16, 2004
Tuesday, April 20, 2004 Tuesday, May 18, 2004 Tuesday, June 15, 2004
Tuesday, September 21, 2004

TIME: Registration: 8:30 AM Seminar Program: 9:00 AM-2:30 PM
Program begins promptly. Allow ample time for parking!

FEE: The seminar attendance fee is \$25 per person which includes a free copy of the book, (value \$15) "Starting and Managing Your Own Business" (140 pages).

If you wish to attend, please fill out the Registration form below. Make check payable to SCORE Chapter #15. Mail to SCORE Chapter #15, ATTN: Workshop-Book Coordinator, 15th Floor, Two Gateway Center, Newark NJ 07102. Registrations and checks must be received at least one week before seminar date. For further information call (973)645-3982 between 9:00AM and 2:00PM.

Special arrangements for the handicapped are available if requested at least two weeks in advance. Contact: Harry Menta, SBA, Two Gateway Center, Newark, NJ 07102. Phone (973) 645-6064.

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REGISTRATION FORM: STARTING AND MANAGING YOUR OWN BUSINESS

Please check date of seminar you plan to attend. You can change date without penalty once registered.

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 Tuesday, September 21, 2004

NAME: _____ ADDRESS: _____

CITY: _____ STATE/ZIP: _____

PHONE/OFFICE: _____ HOME: _____ E-mail: _____

Check enclosed _____ (The fee is \$25 per person including free book "Starting & Managing Your Own Business")

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