## CONTENT

Section I GOING INTO BUSINESS	7 1 0
<ul> <li>How to Finance Your Business</li> <li>How to Find the Right Form for your Business</li> <li>How to Buy an Established Business</li> <li>Licenses You May Need</li> <li>Section II MANAGING AND OPERATING YOUR BUSINESS</li> <li>How Good Accounting and Other Records Can Help control and Direct a Business</li> <li>How Tax Management Can Help Your Business Grow</li> <li>Your Guide to Federal Employer and Excise Taxes</li> <li>How to Hire, Train, Compensate and Get the Most Out of Your Employees</li> <li>How to Avoid Frauds by Employees, Customers, and Others</li> <li>How Small Business Get Help, Advice and Guidance from External Sources</li> <li>How to Use Government Statistics</li> </ul>	0 7 1 0
<ul> <li>How to Finance Your Business</li> <li>How to Find the Right Form for your Business</li> <li>How to Buy an Established Business</li> <li>Licenses You May Need</li> <li>Section II MANAGING AND OPERATING YOUR BUSINESS</li> <li>How Good Accounting and Other Records Can Help control and Direct a Business</li> <li>How Tax Management Can Help Your Business Grow</li> <li>Your Guide to Federal Employer and Excise Taxes</li> <li>How to Hire, Train, Compensate and Get the Most Out of Your Employees</li> <li>How to Avoid Frauds by Employees, Customers, and Others</li> <li>How Small Business Get Help, Advice and Guidance from External Sources</li> <li>How to Use Government Statistics</li> </ul>	7 1 0
3.How to Find the Right Form for your Business3'4.How to Buy an Established Business7'5.Licenses You May Need80Section II MANAGING AND OPERATING YOUR BUSINESS806.How Good Accounting and Other Records Can Help control and Direct a Business9'7.How Tax Management Can Help Your Business Grow11'8.Your Guide to Federal Employer and Excise Taxes14'9.How to Hire, Train, Compensate and Get the Most Out of Your Employees15'10.How to Avoid Frauds by Employees, Customers, and Others17'11.How to Plan the Best Insurance Program for your Business19'12.How Small Business Get Help, Advice and Guidance from External Sources20'13.How to Use Government Statistics22'	7 1 0
<ul> <li>4. How to Buy an Established Business</li> <li>5. Licenses You May Need</li> <li>86</li> <li>Section II MANAGING AND OPERATING YOUR BUSINESS</li> <li>6. How Good Accounting and Other Records Can Help control and Direct a Business</li> <li>92</li> <li>7. How Tax Management Can Help Your Business Grow</li> <li>8. Your Guide to Federal Employer and Excise Taxes</li> <li>9. How to Hire, Train, Compensate and Get the Most Out of Your Employees</li> <li>10. How to Avoid Frauds by Employees, Customers, and Others</li> <li>11. How to Plan the Best Insurance Program for your Business</li> <li>12. How Small Business Get Help, Advice and Guidance from External Sources</li> <li>13. How to Use Government Statistics</li> </ul>	0
5.Licenses You May Need80Section II MANAGING AND OPERATING YOUR BUSINESS926.How Good Accounting and Other Records Can Help control and Direct a Business927.How Tax Management Can Help Your Business Grow1128.Your Guide to Federal Employer and Excise Taxes1449.How to Hire, Train, Compensate and Get the Most Out of Your Employees15310.How to Avoid Frauds by Employees, Customers, and Others17211.How to Plan the Best Insurance Program for your Business19312.How Small Business Get Help, Advice and Guidance from External Sources20713.How to Use Government Statistics223	-
<ul> <li>6. How Good Accounting and Other Records Can Help control and Direct a Business</li> <li>92.</li> <li>7. How Tax Management Can Help Your Business Grow</li> <li>8. Your Guide to Federal Employer and Excise Taxes</li> <li>9. How to Hire, Train, Compensate and Get the Most Out of Your Employees</li> <li>10. How to Avoid Frauds by Employees, Customers, and Others</li> <li>11. How to Plan the Best Insurance Program for your Business</li> <li>12. How Small Business Get Help, Advice and Guidance from External Sources</li> <li>13. How to Use Government Statistics</li> </ul>	3
<ol> <li>How Tax Management Can Help Your Business Grow</li> <li>Your Guide to Federal Employer and Excise Taxes</li> <li>How to Hire, Train, Compensate and Get the Most Out of Your Employees</li> <li>How to Avoid Frauds by Employees, Customers, and Others</li> <li>How to Plan the Best Insurance Program for your Business</li> <li>How Small Business Get Help, Advice and Guidance from External Sources</li> <li>How to Use Government Statistics</li> </ol>	3
8.Your Guide to Federal Employer and Excise Taxes1449.How to Hire, Train, Compensate and Get the Most Out of Your Employees15510.How to Avoid Frauds by Employees, Customers, and Others17211.How to Plan the Best Insurance Program for your Business19212.How Small Business Get Help, Advice and Guidance from External Sources20713.How to Use Government Statistics222	
9.How to Hire, Train, Compensate and Get the Most Out of Your Employees15310.How to Avoid Frauds by Employees, Customers, and Others17211.How to Plan the Best Insurance Program for your Business19212.How Small Business Get Help, Advice and Guidance from External Sources20013.How to Use Government Statistics222	3
10.How to Avoid Frauds by Employees, Customers, and Others17/11.How to Plan the Best Insurance Program for your Business19/12.How Small Business Get Help, Advice and Guidance from External Sources20'13.How to Use Government Statistics22'	8
11.How to Plan the Best Insurance Program for your Business19212.How Small Business Get Help, Advice and Guidance from External Sources20213.How to Use Government Statistics222	8
12. How Small Business Get Help, Advice and Guidance from External Sources20'13. How to Use Government Statistics22'	2
13. How to Use Government Statistics22.	3
	7
Section III MANACEMENT OF SPECIAL DUSINESS DUASES	3
Secuoli III MANAGEMENT OF SPECIAL BUSINESS PHASES	
14. How to Operate a Retail Business 23:	5
15. How to Handle Your Credit and Installment Sales 289	9
16. How to Operate a Business Office Most Efficiently 31'	7
17. How to Profit in Wholesaling 344	4
18. How to Operate a Plant Profitably 359	9
19.Controlling Your Manufacturing Inventories, Purchases, and Costs390	0
20. Selling Your Product409	9
21. How Small Plants Deal with the Federal Government45.	3
Index 46'	7