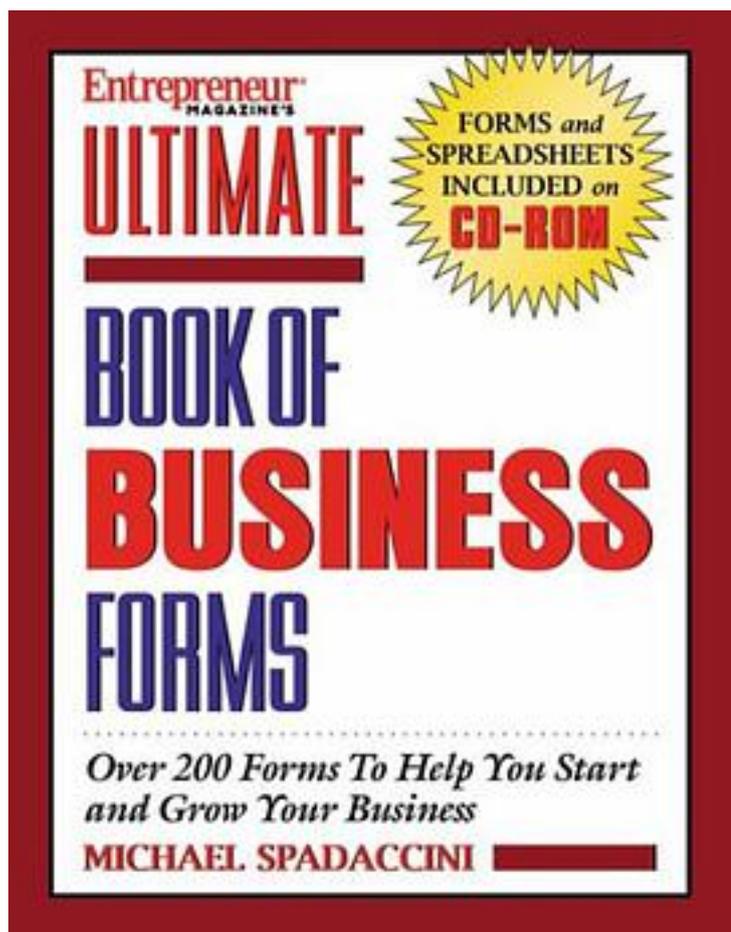


Ultimate Book of Business Forms



[Ultimate Book of Business Forms_下载链接1](#)

著者:Spadaccini, Michael

出版者:ENTREPRENEUR PRESS

出版时间:2001-07-01

装帧:Pap

isbn:9781932156676

Tired of reinventing everyday business documents? Now there's an easier way. From hiring the right people, to selling your products or services, 199 up-to-date business forms help you administer activities accurately and consistently. Such written

agreements prevent misunderstandings and reduce potential liabilities, while saving you time and money. These highly effective forms are all available on CD-ROM, ready to adapt specifically to your business. Applicable across many industries and easily customizable to the particular needs of your business, these are tools and forms to:

- Select the best employees
- Achieve 100% safe inventory
- Get paid for your products and services
- Control business operations to generate a profit
- Streamline and control purchasing
- Maintain consistent personnel policies and records
- Minimize liability when terminating employees
- Standardize business operations
- Generate financial records
- Increase sales and better serve customers

This comprehensive handbook covers specific business issues as well. If you have a website, the "website terms of service form" is your legal disclaimer. If you need to add employees, the "complete company employee handbook" outlines policies and procedures. Trademark violations are addressed by the "cease and desist letter." When you need to "Get it in writing," don't reinvent business process. Use these proven tools to get the jobs done right - first time, every time

作者介绍:

目录:

[Ultimate Book of Business Forms 下载链接1](#)

标签

评论

[Ultimate Book of Business Forms 下载链接1](#)

书评

[Ultimate Book of Business Forms 下载链接1](#)