

# NSTHS LIBRARY PATHFINDER

## **BUSINESS PLANS**

### **I. Library Resources**

#### A. Books related to the small business and to business plans

346.73 PAK	THE SMALL BUSINESS START-UP KIT
658.022 HAI	SMALL BUSINESS MANAGEMENT
658.022 BER	HOW TO BE A TEENAGE MILLIONAIRE
658.022 HOW	HOW TO RUN A SMALL BUSINESS
658.022 KIN	THE STUDENT ENTREPRENEUR'S GUIDE
658.022 KUR	STARTING AND MANAGING THE SMALL BUSINESS
658.022 TYS	SMALL BUSINESS FOR DUMMIES
658.4 CAM	CAREERS FOR BORN LEADERS AND OTHER DECISIVE TYPES
658.82 HAN	HANDBOOK OF SALES PROMOTION
659.1 MOR	CREATIVE ADVERTISING
694.068 SEL	HOW TO START A HOME-BASED CARPENTRY BUSINESS

B. Click on [Career Books](#) to bring up the library's extensive list of books offering information on specific careers and occupations.

### **II. Online sites**

#### A. "Business Plans"

**SCORE – Counselors to America's Small Business.** [http://www.score.org/template\\_gallery.html](http://www.score.org/template_gallery.html)

This organization has a local chapter: 100 Cummings Center, Suite 101 K Beverly, MA 01915

**Bplans.com.** [http://www.bplans.com/sample\\_business\\_plans/index.cfm](http://www.bplans.com/sample_business_plans/index.cfm)

**Business Plan Center.** <http://www.businessplans.org/>

**BusinessPlan.com** <http://www.business-plan.com/outline.html>

B. **Microsoft Office Online** – The following list displays the multitude of templates available from the Microsoft site. The template **categories** are links to various business forms and business plans. <http://office.microsoft.com/en-us/templates/FX100595491033.aspx>

#### 1. Template categories – Browse by Category

<a href="#">Agendas</a>	<a href="#">Invoices</a>
<a href="#">Award certificates</a>	<a href="#">Labels</a>
<a href="#">Brochures</a>	<a href="#">Gift</a>   <a href="#">Media</a>   <a href="#">Mailing and shipping</a>   <a href="#">More...</a>
<a href="#">Budgets</a>	<a href="#">Letters</a>
<a href="#">Business cards</a>	<a href="#">Academic</a>   <a href="#">Business</a>   <a href="#">Community</a>   <a href="#">More...</a>
<a href="#">Calendars</a>	<a href="#">Lists</a>
<a href="#">2008 calendars</a>   <a href="#">2007 calendars</a>   <a href="#">2006 calendars</a>   <a href="#">More...</a>	<a href="#">Memos</a>
<a href="#">Content slides</a>	<a href="#">Minutes</a>

<p><a href="#">Contracts</a></p> <p><a href="#">Databases</a>  <a href="#">Access 2007</a>   <a href="#">Access 2003</a>   <a href="#">Access 2000</a></p> <p><a href="#">Design slides</a>  <a href="#">Abstract</a>   <a href="#">Academic</a>   <a href="#">Animals</a>   <a href="#">More...</a></p> <p><a href="#">Diagrams</a>  <a href="#">Floorplans</a>   <a href="#">Network diagrams</a>   <a href="#">Process diagrams</a>   <a href="#">More...</a></p> <p><a href="#">Envelopes</a></p> <p><a href="#">Expense reports</a></p> <p><a href="#">Faxes</a></p> <p><a href="#">Flyers</a>  <a href="#">Event</a>   <a href="#">Marketing</a>   <a href="#">Real estate</a>   <a href="#">More...</a></p> <p><a href="#">Forms</a>  <a href="#">Academic</a>   <a href="#">Business</a>   <a href="#">Community</a>   <a href="#">More...</a></p> <p><a href="#">Gift certificates</a></p> <p><a href="#">Greeting cards</a>  <a href="#">Friendship</a>   <a href="#">Get well</a>   <a href="#">Holidays</a>   <a href="#">More...</a></p> <p><a href="#">Inventories</a></p> <p><a href="#">Invitations</a>  <a href="#">Business</a>   <a href="#">Event</a>   <a href="#">Party</a>   <a href="#">More...</a></p>	<p><a href="#">Newsletters</a></p> <p><a href="#">Plans</a></p> <p><a href="#">Planners</a></p> <p><a href="#">Postcards</a>  <a href="#">Human resources</a>   <a href="#">Marketing</a>   <a href="#">Real estate</a>   <a href="#">More...</a></p> <p><a href="#">Presentations</a>  <a href="#">Academic</a>   <a href="#">Business</a>   <a href="#">Design</a>   <a href="#">More...</a></p> <p><a href="#">Purchase orders</a></p> <p><a href="#">Receipts</a></p> <p><a href="#">Reports</a></p> <p><a href="#">Resumes and CVs</a>  <a href="#">Basic</a>   <a href="#">Job specific</a>   <a href="#">Situation specific</a></p> <p><a href="#">Schedules</a></p> <p><a href="#">Statements</a></p> <p><a href="#">Stationery</a>  <a href="#">Letterhead</a>   <a href="#">Specialty paper</a></p> <p><a href="#">Time sheets</a></p> <p><a href="#">More categories</a>  <a href="#">Address books</a>   <a href="#">Advertisements</a>   <a href="#">Analysis worksheets</a>   <a href="#">More...</a></p>
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2. Searched **Templates** for “small business plan” (The following example results are links)

[Project plan for new business](#)

[Business plan for startup business](#)

[Bank loan request for small business](#)

[Start-up expenses](#) (Excel)

C. **NMRLS** - For online encyclopedias and databases of articles from periodicals, journals, and other reference materials. Pay special attention to:

[eLibrary](#), [InfoTrac](#), [Grolier Online](#), and [ProQuest](#)