

Build a Better Business

Workshops designed to make you a successful business owner

Financial Management II Record Keeping & Projections

Business Plan
Financial Statements

Thursday 8/11

Executive Summary
Organization
Cash Flow Projections

1:30 pm – 4 pm

Basic Record Keeping

Getting Ready For E-Commerce

Defining E-Commerce
Getting Started
The Power of Email

Thursday 8/18

Technical, Business &
Personal Preparation
Organizing Your Site

1:30 pm - 4 pm

Online Marketing



Small Business
Development Center
Mendocino

There is a
\$75 fee for each workshop
Fee covered with scholarship

Scholarships are available to Qualified Applicants

Pre-Registration is required

To register or request more information, contact:

West Company 631 S. Orchard St., Ukiah CA 95482

(707) 767-5931

www.WestCompany.org

