**RESOURCE GUIDE – BOOKS AND WEBSITES**

**Specialty Shop Retailing 4th Edition**

**Carol L. Schroeder**

**BUSINESS PLANNING**

*The ABCs of Writing Winning Business Plans: How to prepare a business plan that others will want to read and invest in.* Garrett Sutton and Robert T. Kiyosaki. New York: Business Plus, 2005*.*

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**BOOKKEEPING**

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**CUSTOMER SERVICE**

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**ADVERTISING AND MARKETING**

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**ALTERNATIVE MANAGEMENT STYLES**

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*Why We Buy: The Science of Shopping.* Paco Underhill. Revised Ed. New York: Simon & Schuster, 2008.

**WEBSITES FOR RETAILERS**

**U.S. GOVERNMENT WEBSITES**

[**www.commerce.gov**](http://www.commerce.gov)An access point for locating government and business information, sponsored by the U.S. Department of Commerce.

**www.irs.gov** The official website of the Internal Revenue Service.

[**www.osha.gov**](http://www.osha.gov)The website of the Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor.

[**www.sba.gov**](http://www.sba.gov)The entry point into the U.S. Small Business Administration site, with information about starting and financing a business. For the Small Business Development Centers, go to [**www.sba.gov/sbdc**](http://www.sba.gov/sbdc).

**www.uscis.gov** The website of the U.S Citizenship and Immigration Services (USCIS) division of the Department of Homeland Security. Formerly the U.S. Immigration and Naturalization Service.

**SMALL BUSINESS WEBSITES**

[**www.amiba.net**](http://www.amiba.net)Extensivebuy local information from the organization the American Independent Business Alliance.

[www.americanexpress.com/Shop**Small**](http://www.americanexpress.com/ShopSmall)‎ Sponsored by American Express, this site has a variety of tools for independent businesses as well as information about Small Business Saturday.

[**https://bealocalist.org**](https://bealocalist.org/) The website of BALLE, the Business Alliance for Local Living Economies, with information about joining the buy local movement.

[**www.bizmove.com**](http://www.bizmove.com)A commercial site with many articles about small business.

[**www.bplans.com**](http://www.bplans.com/)A website with sample business plans and how-to advice.

**[http.businessbookpress.com](http://http.businessbookpress.com/)** Articles on buying or selling a business.

[**www.businessownersideacafe.com**](http://www.businessownersideacafe.com/)“A fun approach to serious business,” with articles, message forums and a newsletter

[**www.entrepreneur.com**](http://www.entrepreneur.com/)Includes *Entrepreneur* magazine’s lists of today’s top franchises.

[**www.franchise.org**](http://www.franchise.org/)The website of the International Franchise Association, a member organization for franchisors and franchisees.

[**www.Inc.com**](http://www.inc.com/)The magazine *Inc*.'s website, with articles on starting and growing a business.

[**www.mainstreet.org**](http://www.mainstreet.org/)The Main Street program is a national movement aimed at improving all aspects of the downtown or central business districts in older U.S. towns and cities.

[**www.nrf.com**](http://www.nrf.com/)National Retail Federation, the world’s largest trade organization.

[**www.RetailOwner.com**](http://www.retailowner.com/)Articles and software relating to inventory control and cash flow from The Retail Owners Institute.

[**www.SCORE.org**](http://www.score.org/)Online counseling and information about local SCORE chapters from the Service Corps of Retired Executives.

[**www.SmallBusinessSchool.org**](http://www.smallbusinessschool.org/)A website based on Hattie Bryant's popular PBS series formerly known as *Small Business 2000* (includes an episode about Orange Tree Imports). Currently not available.

[**www.specialtyretail.com**](http://www.specialtyretail.com/)Information for cart and kiosk vendors from *Specialty Retail* magazine.

[**www.StartupJournal.com**](http://www.startupjournal.com/)*The Wall Street Journal's* landing page for business information.