

eLibrary Index

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Contents

Page No.

Category 1: Marketing and Promotion	1
Category 2: Tables, Plans and Checklists	3
Category 3: Lawyers and Accountants	4
Category 4: Taxation	5
Category 5: Legislation	7
Category 6: Pensions, Investments and Estate Planning	8
Category 7: Company Cars	9
Category 8: Stock Markets and Going Public	10
Category 9: Employment and Work	11
Category 10: Miscellaneous	13
Category 11: Charities	15
Category 12: Businesses and those who run them	16
Category 13: Technology and the Internet	18
Category 14: Insolvency	19
Category 15: Buying, Selling, Valuing and Financing for Businesses	20
Category 16: Glossaries	21
Category 17: Buying a Residential Property Abroad	22
Category 18: Online Publications for the International Market	23
Category 19: Doing Business in Other Countries	27
Category 20: Insurances	28
Category 21: Budget Reports	29

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CATEGORY 1: Marketing and Promotion

(4) BHAGOALS - Corporate Vision
(18) The Web Marketing Guide - How to Promote your Web Site
(27) Four Ways to Grow a Business
(39) Customer Advisory Boards
(50) Are You On Target - As a business grows from conception to maturity there are many challenges
(60) The Business of Marketing
(80) Making Your Customers Adore You - helping you to help your customers
(92) How to make your Direct Mail more effective
(103) Brands - an insight into what 'brands' really are
(168) What makes a Successful Company
(280) 101 Ways to Promote your Business
(183) Guiding Towards Profit
(197) How to grow your Business
(199) E-Commerce - How small businesses can do business on the Internet
(200) Competitive Advantage through a Marketing Audit
(237) Measuring Customer Satisfaction
(254) Business Cycles for Small Businesses
(255) How 'Excellence' in Business can make the Difference
(258) Getting PR for your Business - promotion without a big budget
(268) Business Development Questionnaire
(281) Marketing Secrets for Small Businesses
(282) Leveraging Success for your Business
(283) Using your Telephone's Full Potential
(314) Winning Customers through Superior Service
(316) Press Releases - How to write them and get them published
(325) Extraordinary Guarantees - How they can change your business forever
(329) Cause-Related Marketing
(333) Competitiveness - How the best companies are winning at business
(354) Demography... and what it can do for you
(358) Attitudes and Behaviours that create Small Business Success
(360) Customer Loyalty - The new Corporate Benchmark
(366) Building a Winning Internet Business Plan
(373) How to win profitable customers away from competitors
(409) What a Blog can do for your Business
(551) 130 Reasons why some business people are more successful than others
(449) How to price what you sell
(453) Questions Customers Ask Before Buying
(454) What Makes an Entrepreneur
(473) Competitive Intelligence
(517) The Marketing Mix
(518) Sales Promotion
(531) Marketing Research for Small Businesses
(533) More Sales Through Telemarketing
(535) How to make Better Presentations
(549) Scientific Advertising by Claude Hopkins - perhaps the greatest book ever written on advertising
(558) Article Marketing
(560) Simple Sales Methods that Work

(565) Developing your Marketing Plan
(577) Appointing a Design Consultant
(592) Appointing an Advertising Agency
(625) 7 Steps to Explosive Growth and how to achieve it
(618) Terms and Conditions of Trading
(626) Quality Management for Small Businesses
(629) Colours and their Effect on Consumers
(632) Search Engine Optimisation
(637) Affiliate Marketing
(645) Print Buying – getting the best out of your print job
(655) Format for a Marketing Strategy
(670) Successful Sales Management
(679) Unsolicited Telemarketing
(698) Ebook Publishing for Small Businesses
(709) Key Account Management
(722) Do you need a Company Brochure
(723) Buying and Selling on eBay
(773) Negotiation Skills
(783) Email Marketing

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CATEGORY 2: Tables, Plans and Checklists

(24) Personal Financial Checklist (Short)
(28) Better Business Plans and a Checklist for Success
(29) Cross-Border Deals – Merger and Acquisition Checklist
(31) Director Responsibility Checklist
(33) Small Business Start-up Checklist
(57) Pre-Contract Enquiries for private company acquisitions and mergers
(58) Pre-Contract Enquiries for public and larger company acquisitions and mergers
(128) Keeping Proper Accounting Records
(131) Business Ratios – How well do you know your business
(136) Manual Accounting Systems
(163) Corporate Health Checklist
(164) VAT Health Checklist
(170) Mortgage and Loan Repayment Tables
(174) Mergers and Acquisitions Checklist
(177) Checklist for Growing Businesses
(230) Franchising Checklist
(268) Business Development Questionnaire
(269) Strategic Planning Checklist for Professional Firms
(357) Using Ratio Analysis to measure Business Performance
(366) Building a Winning Internet Business Plan
(459) Standard Industrial Classification (SIC) of UK Organisations
(617) New Business Checklist
(630) UK Corporate Finance Quick Reference Guide
(649) Partner or Principal Evaluation in a Professional Firm
(727) Key Current Tax and Other Rates and Regulations

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CATEGORY 3: Lawyers and Accountants

(15) Strategic Audits - Audits apart from financial statements
(26) Lawyers - Becoming a Partner for the First Time
(32) Changing Accountants
(145) The Management of a 21st Century Law Firm
(432) Audit Reports - Different Requirements by Different Organisations
(439) Search Engine Optimisation for Lawyers
(498) Search Engine Optimisation for Accountants
(532) Client Care - The Challenges facing Professional Firms
(582) Outsourcing the Internal Audit Function
(691) What Accountants can file online for their clients
(712) How to make the most of your Practice Website
(733) Intranets for Accountancy Firms

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CATEGORY 4: Taxation

(1) Tax Planning Strategies
(21) VAT Briefly – A Brief Introduction
(25) VAT - Group registrations
(37) Employed or Self-Employed Status
(44) Inheritance Tax
(53) National Insurance – an increasing burden
(56) Rules for administering PAYE and VAT
(85) Tax and other Rules on Directors Remuneration
(87) Personal Tax Returns
(88) Corporation Tax Returns
(104) UK Tax for Dual Residents
(112) PAYE and NIC Investigation Insurance
(113) PAYE and NIC Audits
(116) Tax and Business Travel – The Facts on Business Travel
(127) Business Splitting – The VAT rules
(135) Company Tax Planning
(139) Guide for Employers – PAYE and Payroll PAYE and Payroll procedures
(140) Tax on Property Income
(141) Taxation of Intellectual Property
(149) How Companies pay tax
(161) P11D Benefits and Expenses
(175) VAT Pitfalls
(179) Tax on Termination Payments
(184) Accounts and Tax Computations
(189) Partnership Taxation
(193) Tax-Residence and Domicile
(249) Employee Benefit Trusts
(260) Capital Gains Tax and Investments
(279) The Important Role of Trusts in Tax and Financial Planning
(294) Self-Assessment for Companies
(297) Overseas Income and Gains
(308) VAT on Land, Property and Construction
(317) Motor Dealers and VAT – Special Situations
(323) The Enterprise Investment Scheme (EIS) and Reinvestment Relief
(324) VAT on Printed Matter
(331) The Construction Industry Scheme (CIS)
(337) Restrictions on the recovery of input VAT
(343) Racehorses and Taxation
(365) Woodlands and Taxation
(382) Help on Tax for Clubs, Societies and Associations
(385) Tax Relief on Website Costs
(390) NICs on Benefits in Kind
(393) HMRC Accounts Investigations
(401) Tax Relief on Research and Development Costs for SME Companies
(407) VAT Margin Schemes for Second-Hand Goods
(408) VAT Margin Scheme for Tour Operators
(410) Taxed Award Scheme

(412) National Insurance on Share Option Gains
(416) The Tax Aspects of Administering an Estate after Death
(422) Tax-Efficient Investments
(431) Taxation of Property Companies
(435) Payroll Giving – An effective way to give to Charity
(437) The Taxation Implications of E-Commerce
(447) VAT – Failing to register or Pay on Time
(499) CGT and Entrepreneurs' Relief
(510) Taxation of Income from Abroad
(522) Taxation Treatment of Redundancy Payments
(552) Tax Relief on Interest Payments
(561) VAT and Trading on the Internet
(569) Tax Relief for Losses
(607) Tax Treatment of Payments in Lieu of Notice
(613) Enhanced Capital Allowances Scheme
(621) VAT & Customs Information for International Post Users
(622) Trade Imports by Post - Completing Customs Forms
(633) Special NIC Rules for Entertainers
(634) Film and TV Industry – Tax Guidance Notes
(636) Private Residence Relief on the disposal of private property and gardens
(669) VAT Flat Rate Scheme for Small Businesses
(674) Taxation of Pre-Owned Assets
(684) Tax Avoidance Schemes
(690) Tax Claims, Elections and Notices
(714) Community Amateurs Sports Clubs
(718) Enterprise Zones
(781) HMRC Tax Penalty Regime
(786) HMRC requirements on keeping business records
(775) Emergency Budget Report 22 June 2010
(794) Chancellors Autumn Statement 5 December 2012
(796) Chancellors Autumn Statement 5 December 2013
(790) The 2012 Budget Report
(795) The 2013 Budget Report
(797) The 2014 Budget Report

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CATEGORY 5: Legislation

(118) Data Protection Act
(235) Electronic Communications Law in the UK
(289) The Employment Relations Act
(307) The Late Payment of Commercial Debts legislation
(332) MiFID - The Markets in Financial Instruments Directive
(340) Data Protection Not-For-Profit Exemption
(369) Corporate Manslaughter and Corporate Homicide
(413) The Transparency Directive
(433) The Regulation of Investigatory Powers Act
(434) The Human Rights Act – New rights for UK citizens
(443) The E-Commerce Directive
(444) The Trustee Act 2000 – The first major change in trust law for 75 years
(494) The Sunday Trading Act 1994
(496) The Trade Descriptions Act 1968
(516) The Money Laundering Regulations – Action points for professional firms
(555) The Payment Services Directive
(564) The Law on the Sale of Consumer Goods in the UK
(587) Prospectus Directive
(597) The Unfair Commercial Practices Directive
(646) The EC Invoicing Directive
(737) EU Services Directive
(774) The Financial Services Act 2010
(777) The Bribery Act 2010
(788) FATCA Explained

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CATEGORY 6: Pensions, Investments and Estate Planning

(3) Self-Administered Pension Schemes (SSAS)
(9) Pensions - a very effective tax relief
(38) Making a Will
(42) Life Assurance & Pensions as Investments
(78) How to plan effectively for IHT – A Case Study
(84) Passing on Wealth to the Family
(44) Inheritance Tax
(90) Investing in Second Hand Endowments
(100) Case Study – Deed of Variation
(108) School Fees Planning
(110) Independent Financial Advice
(134) Different Mortgage Products – but which is best
(178) Individual Savings Accounts (ISAs) – Your questions answered
(224) Self-Invested Personal Pensions (SIPPs)
(251) Retirement Options
(278) Life Assurance as an Investment
(279) The Important Role of Trusts in Tax and Financial Planning
(291) ISAs – Individual Savings Accounts (ISAs) – A Brief Introduction
(295) Remortgaging – saving money by switching to a new home loan
(299) Stakeholder Pensions
(335) How Trusts can help you to save Inheritance Tax
(349) Power of Attorney and Living Will – What are they and how do they work
(367) Pension Sharing Regulations
(386) Buying Residential Property to Let
(396) Immediate Vesting Personal Pensions
(416) The Tax Aspects of Administering an Estate after Death
(422) Tax-Efficient Investments
(440) Pension Credits
(450) Buying an Annuity
(470) IHT - Responsibilities of Personal Representatives
(471) IHT - Alterations to an inheritance after death
(472) IHT - Settled Property
(530) Improving Your State Pension
(544) Home Equity Release
(628) Deferring your State Pension
(674) Taxation of Pre-Owned Assets
(693) Getting to grips with Property Investment
(710) Non-Traditional Assets
(738) Starting and Running an Investment Club
(799) Workplace Pensions and Automatic Enrolment

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CATEGORY 7: Company Cars

(137) Information About Company Cars
(169) Car Purchase Finance Options
(619) Company Car Fleet Management

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CATEGORY 8: Stock Markets and Going Public

(45) AIM Nominated Advisor
(46) The Alternative Investment Market (AIM)
(138) Going Public – have you considered the options
(229) The NASDAQ Stock Market
(397) Private Equity
(404) ICAP Securities and Derivatives Exchange (ISDX)
(476) The London Stock Exchange Markets
(643) The Professional Securities Market
(715) Information about Shell Companies

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CATEGORY 9: Employment and Work

(11) Employment Advice
(37) Employed or Self-Employed Status
(113) PAYE and NIC Audits
(125) Recruiting and Retaining Teams
(139) Guide for Employers – PAYE and Payroll PAYE and Payroll procedures
(152) Teamworking with Belbin
(226) The Safety Facts about Working with VDUs
(227) Health and Safety – Reducing the Risks – the facts from HSE
(232) Working to Rule with the Working Time Regulations
(241) Health and Safety and First Aid – a short guide
(249) Employee Benefit Trusts
(253) Investors in People
(263) New ways to Recruit and Retain the Right People
(270) Disability Act – Disability Discrimination
(277) National Minimum Wage
(285) Performance Related Pay
(286) Executive Coaching and Mentoring
(289) The Employment Relations Act
(304) AdvantAGE – Age Diversity in Employment
(312) Contracts of Employment
(319) Staff Appraisals
(321) Suggestion Schemes
(346) Statutory Maternity Pay, Benefits and more
(356) Time Off for Dependents
(361) Guide on avoiding race, sex and disability discrimination at work
(364) Dismissing an Employee
(374) Part-Time Workers Directive
(377) Government Backed Training – Training Schemes and Funding backed by the Government
(378) Managing the Downturn and Preparing for Recovery
(381) Redundancy – how to ensure you comply within the law
(383) Remote Working
(384) Dealing with Employees affected by Cancer
(395) Work-Life Balance – A more imaginative approach to working practices
(399) Coming to Work in the UK
(400) Enterprise Management Incentive (EMI) – recruiting and retaining the right people
(403) Employee Share Schemes
(410) Taxed Award Scheme
(418) Childcare At Work
(428) Grievance & Disciplinary Procedures – Best Practice from ACAS
(442) Industrial Action and the Law – A guide for employees, trade union members and others
(456) How to Appraise Employees more Effectively
(460) Employing Children and Young Workers – Health and Safety Regulations
(461) 360-Degree Feedback
(474) Fixed Term Work Directive
(479) Why Employees Deserve Proper Job Descriptions
(487) Employment Tribunals
(488) Why your Company needs a Work Manual
(489) Smoking at Work

(500) Health and Safety at Work – A Guide for Small Businesses
(501) Criminal Record Disclosure – Recruiting People in Positions of Trust
(504) Employee References – Guidance
(508) Facilitation – Helping people work together
(512) Alternative Dispute Resolution and Mediation
(513) Bullying and Harassment at Work
(515) Whistleblowing in the Workplace and the Public Interest Disclosure Act 1998
(522) Taxation Treatment of Redundancy Payments
(548) Staff Interview Guidelines
(559) Employee Internet Use Policy
(567) Agency Workers Regulations
(588) Unfair Dismissal
(589) Anti-Discrimination Legislation
(591) Flexible Working Regulations
(604) TUPE Regulations affecting employees when a business is sold or transferred
(607) Tax Treatment of Payments in Lieu of Notice
(614) Equal Jobs equals Equal Pay – Tackling inequality in pay at work
(616) Health and Safety – Issues affecting Clients and Contractors
(627) Stress at Work
(641) Recording and Monitoring of Phone Calls and Emails
(649) Partner or Principal Evaluation in a Professional Firm
(653) Directors’ Service Agreements
(654) Compensation on Termination of Appointments of Directors and Senior Executives
(657) Managing Absence
(673) Changing Employment Terms
(702) Mobile Working
(711) Compromise Agreements
(719) Leadership
(725) Employing people - a Handbook for Small Firms
(759) Night Working - Legal Obligations
(761) Holiday Rights and Pay Entitlement
(762) A Guide to Sick Pay
(766) Swine Flu – Advice for Businesses

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CATEGORY 10: Miscellaneous

(2) Management of a Dentists Practice
(5) Running a Residential, Care or Nursing Home
(8) Services to the Construction Industry
(14) Trademark Registration
(16) Best Practice in Business Process Re-Engineering (BPR) and Process Design
(17) Professional Fees explained
(34) The Enterprise Finance Guarantee Scheme
(35) Farming Today
(40) Print Management
(50) Are You On Target – As a business grows from conception to maturity there are many challenges
(59) Litigation Support
(62) Joint Ventures and Alliances
(64) Becoming a financially well-informed Doctor
(66) Practical Tips for Hotel and Restaurant Owners
(75) Organic Farming
(86) Heads of Agreement – what they mean and when to use them
(94) Understanding the Law on Copyright
(106) Small Business Pressures
(109) How Green is your Business
(124) Important things you should know about Franchising
(142) Improving Business Performance - Benchmarking may be the solution you've been looking for
(147) How to succeed in Estate Agency
(151) Specialist Services to Surveyors and Valuers
(158) Joint and Several Liability
(168) What makes a Successful Company
(170) Mortgage and Loan Repayment Tables
(176) Knowledge Transfer Partnerships
(202) Management of a Veterinary Practice
(228) A Practical Guide to Document Retention Periods
(236) Understanding Financial Accounts
(243) The Model Code for Trade Associations
(252) Shareholders' Agreements
(254) Business Cycles for Small Businesses
(261) Investor Relations
(262) Establishing and Running a Credit Union
(266) Tips and Traps of Outsourcing
(271) ABI Guidelines for Listed Companies
(276) Succeeding with Succession Planning
(284) The guide to starting, developing and expanding a Small Food Business
(286) Executive Coaching and Mentoring
(305) The Art of Delegation
(323) The Enterprise Investment Scheme (EIS) and Reinvestment Relief
(327) Interim Management
(336) ElderCare for the Elderly and Infirm
(341) Survival – How to ensure your Business is fit to face the future
(348) Support for Inventors
(355) Financial Support for Entrepreneurs and Investors
(358) Attitudes and Behaviours that create Small Business Success

(362) Product Liability
(372) Spread Betting
(376) Performing Right Licence – who needs one
(377) Government Backed Training – Training Schemes and Funding backed by the Government
(387) Employment Agencies and their Regulation
(391) Business Incubation – how small businesses can get a head start
(446) Intellectual Property
(451) Personal Injury Claims
(454) What makes an Entrepreneur
(478) Brainstorming – What it is and how it works
(483) The Climate Change Levy
(495) The Trading Standards Service
(502) Guide for Pension Scheme Trustees
(505) Friendly Societies
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CATEGORY 11: Charities

(117) Making a Gift to Charity
(148) Charity Trustees Duties and Responsibilities
(389) Charities and Charitable Giving
(448) Forming a Charity - how to establish a Charity
(457) Trading by Charities - The taxation implications
(462) Giving Shares and Securities to Charities

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(10) Company Particulars – A company has to comply with certain requirements when it shows its name
(19) COSEC – Updating the Memorandum and Articles
(30) Advice on Starting a Business
(36) COSEC – Modified Accounts
(43) Making Acquisitions Succeed
(48) Limited Partnerships explained
(55) Directors' Conflicts and Declarations of Interest
(107) Business Survival Lessons
(115) Company Law and Directors Responsibilities
(122) Shadow Directors – Are you a 'shadow director' If so – watch out for problems!
(128) Keeping Proper Accounting Records
(130) COSEC – The Company Secretary's Role
(153) Becoming a Company Director – the implications
(156) COSEC – Inactive Companies
(157) COSEC – Timescale for Accounts
(159) Asset Leasing
(165) COSEC – Late Filing Penalties
(171) COSEC – Restoring a Company to the Register
(181) Cashflow Solutions for Small Businesses
(195) COSEC – Accounting Periods
(203) COSEC – Overseas Companies
(204) COSEC – Dealing with Company Resolutions
(205) COSEC – Company Charges and Mortgages
(207) COSEC – Disclosure Requirements for UK Companies
(208) COSEC – Forming a UK Company
(209) COSEC – Single Member Companies
(211) COSEC – Document Filing Quality
(212) COSEC – Document Filing Responsibility
(213) COSEC – Flat Companies
(214) COSEC – The Law on Use of Company and Business Names
(215) COSEC – What does an Auditor do
(216) COSEC – Liquidations, Administrations, Receiverships and Voluntary Arrangements
(217) COSEC – Striking-off, Dissolution and Restoration
(218) COSEC – Public Limited Companies
(219) COSEC – Company Names
(220) COSEC – Changing your Company's Name
(221) COSEC – New Companies – All the things that owners of newly-formed companies should know
(222) COSEC – Company Name and Particulars Disclosure
(223) COSEC – Exemption from using LIMITED
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(240) Which Format is best – Sole Trader, Partnership, Limited Company or LLP
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(303) How Solvent Companies can be closed down
(345) Company Purchase of Own Shares – Complex Company Law and Tax Considerations

(359) Directors Duties – A Quick Overview
(369) Corporate Manslaughter and Corporate Homicide
(370) Purchase by Companies of Their Shares for Holding in Treasury
(414) Limited Liability Partnerships Act 2000
(430) Business Strategy – What it is and how it works
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(493) Offences under the Companies Act
(514) Disqualification Orders Against Directors
(566) A Quick Look at LLPs
(605) Terms of Reference for Board Committees
(610) Business Strategy - A quick overview
(652) Limited Companies in Depth
(653) Directors’ Service Agreements
(666) The ‘Societas Europaea’ (SE)
(675) Financial Assistance in the Acquisition of Shares
(677) Companies Legislation in the UK
(703) Key Issues in Legal Due Diligence
(735) COSEC - Companies Limited by Guarantee
(736) Companies Act 2006



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(91) Viruses, Trojans and Worms... Tips for Safer Computing
(119) Buying a Computer
(185) What is the Internet
(192) The 10-Point Plan for a Successful Intranet
(199) E-Commerce - How small businesses can do business on the Internet
(233) Buying Accounting Software
(257) Business Quality Email - A very powerful tool
(283) Using your Telephone's Full Potential
(293) Electronic Commerce
(330) Getting the best from your Computer
(366) Building a Winning Internet Business Plan
(388) The Idiot's Guide to Domain Names
(392) How valuable is your Domain Name
(398) Buying a Telephone System
(402) Glossary of E-Commerce and Web Terms
(458) Text Messaging
(477) Is your Website breaking the Law
(492) Application Service Providers
(503) How Fast is your Internet Connection
(598) Usability Testing of Websites
(632) Search Engine Optimisation
(641) Recording and Monitoring of Phone Calls and Emails
(662) Wireless Networking
(663) A Guide to Online Trading
(671) Information Technology Working for Small Businesses
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(687) Choosing a Hosting Company
(694) Securing your Online Data Transfer with SSL
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(731) Non Geographic Phone Numbers
(734) Top 10 Items to Post on Your Intranet
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(791) Glossary of Email Marketing

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(379) The Small Business Debtline
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(264) Grooming a Business for Sale
(272) Selling a High-Tech Company
(275) Strategic Issues in Due Diligence
(292) Business Angels – when entrepreneurs and investors get together
(363) Business Acquisition by Management – Leveraged Management Buy-outs and Buy-ins
(394) Earn-Outs
(397) Private Equity
(420) Guide to Lending Sources
(547) Support for UK SMEs from the European Investment Bank
(553) Successful Cashflow Management in a Recession
(595) Buying the Business of an Insolvent Company
(667) Venture Capital Trusts
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(248) Glossary of Business Continuity Management Terms
(250) Glossary of Legal Terms
(298) Glossary of London Stock Exchange Terms
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(590) Glossary of Latin Terms
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(749) Glossary of Insolvency Terms
(750) Glossary of Islamic Investment and Financial Terms
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(752) Glossary of Disaster Management Terms
(753) Glossary of Raising Finance Terms
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(306) Buying a Residential Property in the USA
(353) Buying a Residential Property in Portugal
(661) Buying a Residential Property in France
(676) Buying a Residential Property in Spain
(682) Buying a Residential Property in Italy
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(29) Cross Border Deals - Merger and Acquisition Checklist
(33) Small Business Start-Up Checklist
(39) Customer Advisory Boards
(40) Print Management
(43) Making Acquisitions Succeed
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(62) Joint Ventures and Alliances
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(177) Checklist for Growing Businesses
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(200) Competitive Advantage through a Marketing Audit
(226) The Safety Facts about Working with VDUs
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(454) What makes an Entrepreneur
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(518) Sales Promotion
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(524) Doing Business in China
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