Chapter 8

**Activity 8-3 Business Plan Notes**

**Directions:** It is a good idea to keep notes for your business plan. You can add to them over time as you learn more about how to put the plan together.

1. Review the list of potential contracts and agreements that many businesses use. Then select the ones you will need for your business. Determine if you will need to hire an attorney to review or help complete the contracts and legal documents or whether you will be able to complete them on your own.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contracts or other legal document** | **Document needed?**  **Yes/No** | **Attorney needed?**  **Yes/No** | **Source to obtain template** |
| **Lease** |  |  |  |
| **Sales Contract** |  |  |  |
| **Service Contract** |  |  |  |
| **Confidentiality Agreement** |  |  |  |
| **Patent** |  |  |  |
| **Trademark** |  |  |  |
| **Intellectual Property** |  |  |  |
| **DBA (Doing Business As)** |  |  |  |
| **Partnership Agreement** |  |  |  |
| **Incorporation Papers** |  |  |  |
| **Loan Agreement** |  |  |  |

1. Review the following workplace laws and determine which ones apply to your business. For example, if a law pertains to companies with more than 50 employees and you have fewer than 50 employees, that law does not apply to your business. Make notes on which laws apply to your business and what you must do to comply.

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| --- | --- | --- |
| **Employee-related laws** | **Applies to your business?**  **Yes/No** | **What I will need to know/do to comply with the law.** |
| **National Labor Relations Act (1935)** |  |  |
| **Immigration Reform and Control Act (1986)** |  |  |
| **Worker Adjustment and Retraining Notification Act (1988)** |  |  |
| **Occupational Safety and Health Act (1970)** |  |  |
| **Consolidated Omnibus Budget Reconciliation Act (COBRA) (1985)** |  |  |
| **Social Security Act (1935)** |  |  |
| **Federal Insurance Contribution Act (FICA)** |  |  |
| **Fair Labor Standards Act (1938)** |  |  |
| **Family Medical Leave Act (1993)** |  |  |
| **Health Insurance Portability and Accountability Act (1996)** |  |  |
| **HIPPA Privacy Rule (2003)** |  |  |
| **Equal Pay Act (1963)** |  |  |
| **Civil Rights Act, Title VII (1964 and amended in 1972)** |  |  |
| **Age Discrimination in Employment Act (1967, amended 1978 and 1986)** |  |  |
| **Pregnancy Discrimination Act (1978)** |  |  |
| **Americans with Disabilities Act (1990)** |  |  |
| **Civil Rights Act (1991)** |  |  |

1. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document *FirstnameLastname*\_CH8\_Notes.doc (i.e. JohnSmith\_CH8\_Notes.doc).