

# **BUSINESS-IN-A-BOX**

## ***The Most Complete Library of Business Documents Templates***

***A Document Ready for Every Business Situation.***

*Business-in-a-Box* is an extensive library of business documents templates that covers literally any situation where a document is needed. From the shareholders agreement to the marketing plan or the employee handbook, *Business-in-a-Box* is an incredible productivity tool!

Stop calling your lawyer or external consultant every time you have to write down those complex business documents – and save on their overpriced hourly rates! With *Business-in-a-Box*, you are able to write the most sophisticated documents yourself – all you have to do is get your lawyer or consultant to review them. The bottom line is enormous savings!

Get all the business letters, legal forms, agreements, contracts, notices, sales and marketing documents, checklists, handbooks, manuals, guides, policies or spreadsheets you need to efficiently run your organization in the new economy.

*Business-in-a-Box* includes more than 1,200 of the most relevant business and legal documents, written by business professionals and lawyers and intelligently categorized by departmental and functional utility.

We compared over 5,000 business documents and kept only the best and most useful ones to provide you with a complete business templates library, which will help you in practically any business situation.

*Business-in-a-Box* is more than just a kit of documents; it's a structure, a classification system on which organizations can rely on as the foundation of their Intranet or internal network. *Business-in-a-Box* is also a very precious tool to diffuse knowledge throughout an enterprise as it enables your employees to access important corporate information at anytime!



### ***Eight Different Categories***

- Business Planning & Management
- Credit & Collection
- Employment & HR
- Finance & Accounting
- Internet & Technology
- Legal
- Operations & Logistics
- Sales & Marketing

**Writing these documents will take you years, trying to find them, months! We have interviewed hundreds of managers and compiled every relevant document they use in their daily work routine.**



**[www.envision-sbs.com](http://www.envision-sbs.com)**

## Key Features

The following are *Business-in-a-Box's* key features. You can buy and download the product instantly from our secured e-commerce site:

### **Comprehensive Set of Business Documents**

- Includes all standard business documents, spreadsheets and legal agreements.
- Get the right document for virtually any transaction or situation.
- The documents are categorized by departmental or functional utility for quick reference.

### **High-Quality and Up to Date Content**

- Documents are written and edited by professional managers & attorneys.
- Tried and tested documents.
- Includes over 15,000 Grants & Loans programs from US Federal and States governments.
- More than 900 Grants & Loans programs for Canadian businesses.
- Contains over 150 links to the best Small & Mid Sized business solutions providers.

### **Well Formatted Documents**

- Professional looking design.
- Ready to use in most common word processor software (RTF format).

### **Fill in the Blanks Templates**

- Do-it-yourself documents library.
- Each document is completely customizable.

### **Almost Universally Accepted**

- Written in english.
- Easily adaptable to your specific situation.

### **Accessible Pricing**

- Pays back for itself on the first use.
- The entire templates library is offered to you at a price many retailers charge for 5 legal forms!

## Benefits

### **Save Money**

- Save hundreds, even thousands of dollars in attorney and consultant fees.
- Minimize the legal costs of managing your workforce.
- Reduce training costs.

### **Save Time**

- Save hundreds of hours in document writing and formatting.
- Be more efficient.

### **Save Efforts**

- Get the job done more easily.
- Simplify your work and life!
- Don't start from scratch anymore.

### **Protect Yourself & Your Company**

- Protect or assert your legal rights.
- Safeguard your business and property.

### **Better Manage Your Workforce**

- Excellent learning tool for all your employees.
- Help your employees be more productive.
- Transform knowledge into productive results.

### **Better Manage Your Business**

- Start or maintain your business with a solid base of professional documents.
- Provide each of your business departments with a useful source of templates.
- Helps to get your business organized.
- Start building your Intranet on a solid base.

### **Improve Your Business Skills**

- Get a competitive advantage over your competitors.
- Improve your ability to negotiate better business agreements.

### **Improve Your Marketing Communications**

- Accelerate letter and e-mail response.
- Standardize and automate your corporate communications.



## Contact Information

For more information on this product, please visit our Web site at [www.envision-sbs.com/business/](http://www.envision-sbs.com/business/). You may also send us an e-mail note at [sales@envision-sbs.com](mailto:sales@envision-sbs.com), or call us at 866-999-3311.



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