

# Tools for Business

A Free Service  
for local business owners



Being in business for yourself can be daunting with responsibilities beyond what most can imagine. And at times, you find all you really need is a helpful hand to point you in the right direction.

Welcome to **Tools for Business** from the City of Tehachapi. A FREE online service to help you navigate the complicated waters of business ownership. Take a look at all the topics covered and then log on to the website – help is just a click away.

OVER **600**  
FREE & low cost  
resources

all available online  
24 hours/7 days a week

to access, go to: [www.Tehachapi.ToolsForBusiness.info](http://www.Tehachapi.ToolsForBusiness.info)



## Start UP.

Get free help choosing and forming a business entity and find the necessary government forms and requirements for your specific business.

- » Business Entity Wizard
- » All the Forms to Create a Business Entity
- » All the Sales Tax, Quarterly Estimated Tax and Other Forms Required Throughout the Year
- » Access to Free Business Plan Software
- » Links to Local Free One-On-One Help
- » Live Chat if You Need Help Finding Resources



## Link UP.

Find local, state and federal resources to help grow your business. Plus there are links to places to actually help you...not just sell you stuff.

- » Links to Local, State and Federal Resources
- » Links to Free Counseling and Business Services
- » Local, State, and Federal Funding Programs
- » Business Plan Resources
- » Easy ways to Go Green
- » Marketing and Selling Resources
- » Disaster Prevention and Recovery
- » Selling to the Government
- » Going Global
- » Resources for Specialized Industries



## Build UP.

Continue to build your business and your team with these helpful resources to tackle the most difficult Human Resource issues.

- » Job Description Tools
- » Workplace Ergonomics
- » Employee Manual Template
- » New Hire Email service provides new employees required forms
- » Safety Resources