

## Business / Co-operatives Information Resource Materials Index

Copies of the following materials may be obtained by contacting a regional office of Saskatchewan Rural Development at 1-800-265-2001 or <http://www.rd.gov.sk.ca>.

You may also contact the Canada-Saskatchewan Business Service Centre (CSBSC) at 1-800-667-4374 or <http://www.cbsc.org/sask>.

### A. Basic Business Information Package

Sources of Information and Required Licenses:

- [Estevan and Region](#)
- [Moose Jaw and Region](#)
- [North Battleford and Region](#)
- [Prince Albert and Region](#)
- [Regina and Region](#)
- [Saskatoon and Region](#)
- [Swift Current and Region](#)
- [Yorkton and Region](#)
- [La Ronge and Region](#)

- 5749 [Forms of Business Organization](#)  
5750 [Business Plan Guide](#)  
5751 [Lending - The Basic Criteria](#)  
5752 [Venture Checklists](#)  
5754 [Points to Consider When Starting Your Own Business](#)

### B. Business Planning & Start-up

- 5755 [Checklists for Going Into Business](#)  
5756 [Naming Your Business](#)  
5758 [Selecting Professional Services](#)  
5759 [Buying a Business](#)  
5760 [Checklists for Franchisees](#)  
5761 [Feasibility Checklist for Starting a Small Business](#)  
5779 [Questions to Ask Before You Sign a Lease](#)  
5787 [Investigative Checks](#)  
5883 [Legal Issues in Starting A Business](#)  
5887 [Dealing With Your Banker & Other Lenders](#)  
5890 [Cashflow Planning Model](#)  
5768 [Business Plan for Small Manufacturers](#)  
5775 [Business Plan for Retailers](#)  
5784 [Business Plan for Small Construction Firms](#)  
5785 [Business Plan for Small Service Firms](#)

### C. Market Development

- 5763 [Market Analysis](#)  
5764 [Guide to Market Research and Analysis](#)  
5765 [Marketing Plan Outline](#)  
5814 [Guidelines for Developing a Company Brochure](#)

### D. Advertising & Promotion

- 5757 [How to Have a Positive Image](#)  
5793 [Developing New Accounts](#)  
5794 [Signs and Your Business](#)  
5795 [Plan Your Advertising Budget](#)  
5796 [Do You Know the Results of Your Advertising](#)  
5797 [Ways to Promote Your Product or Service](#)  
5798 [Advertising Do's and Don'ts](#)  
5811 [Making Presentations](#)  
5812 [Trade Shows](#)  
5813 [Invite Your Trade Show Prospects](#)

### E. Product Development

- 5769 [Labelling Fact Sheet](#)  
5770 [Can You Make Money With Your Idea or Invention](#)  
5771 [Product Licensing](#)  
5772 [Patents, Trademarks, Copyright, Industrial Design and Integrated Circuit Topographies](#)  
5773 [Critical Assessment Factors for New Products](#)  
5774 [Inventors - Sources of Information](#)

### F. Retail Management

- 5776 [Merchandise for Profit](#)  
5777 [Departmentalizing and Inventory Management in a Retail Store](#)  
5778 [Store Location: "Little Things" Mean a Lot](#)  
5780 [Marketing Checklist for Small Retailers](#)  
5781 [Advertising Guidelines for Small Retailer Firms](#)  
5782 [Improving Personal Selling in Small Retailer Firms](#)  
5783 [Setting the Right Price](#)  
5790 [Understanding and Developing Your Sales Force](#)  
5791 [Measuring Sales Force Performance](#)  
5792 [Selling Products on Consignment](#)  
5802 [Profit by Your Wholesaler's Services](#)

### G. Home-Based Business

- 5803 [Home-Based Business in Saskatchewan](#)  
5810 [Expansion of Your Home-Based Business](#)

## H. General Management

- 5786 [Profit Pricing for the Costing of a Service](#)
- 5788 [Credit and Collections](#)
- 5789 [Preventing Theft](#)
- 5799 [Setting up a Pay System](#)
- 5800 [Checklist for Developing a Training Program](#)
- 5801 [Selecting Your Supplier](#)
- 5804 [Problems in Managing a Family-Owned Business](#)
- 5806 [Importing - Steps to Follow](#)
- 5807 [Checklist for Profit Watching](#)
- 5808 [Attacking Business Decision Problems with Break-even Analysis](#)
- 5809 [Standard Outline for a Partnership or Shareholder Agreement](#)
- 5884 [Bad Cheque Control](#)
- 5885 [Doing Business on the Internet](#)
- 5886 [Profit Pricing for a Manufacturer](#)
- 5888 [The Joint Venture Agreement Checklist](#)
- 5889 [Basic Proposal for Tender](#)
- 5950 [Bonding](#)
- 5951 [Basic Bookkeeping](#)

## I. Co-operatives

- 5910 [Co-operatives in Saskatchewan: An Information Series](#)
  - 5915 [Choosing a Business Structure](#)
  - 5916 [The Co-operative Structure](#)
  - 5919 [Registration of a Co-operative](#)
  - 5913 [A Co-operative Glossary](#)
  - 5914 [Conducting Effective Meetings](#)
  - 5918 [Co-operative Governance](#)
  - 5920 [Core Functions and Processes of Co-operative Governance](#)
  - 5917 [Financing and Financial Management for Saskatchewan Co-operatives](#)
  - 5921 [Articles and Bylaws](#)
  - 5911 [International Co-operative Alliance - Statement on the Co-operative Identity](#)
  - 5912 [New Generation Co-operatives for Agricultural Processing and Value Added Projects](#)
- [Developing and Supporting Saskatchewan Co-operatives: A Director's Handbook](#)

**For printed copies of information materials, please print this document and highlight the materials requested. Then provide your mailing address below and sent the form to:**

**Saskatchewan Rural Development  
2103 – 11th Avenue, 12th Floor  
REGINA SK S4P 3V7**

**or call toll-free 1-800-265-2001.**

**Please provide the following information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**NOTE: Several *Info Guides* are available through the Canada-Saskatchewan Business Service Centre (CSBSC). The guides cover topics such as business start-up, financing, importing, exporting, etc. as well as pertaining to specific businesses such as restaurants, convenience stores and bed & breakfast establishments. Access to this information is available through the [CSBSC's website](#) or by calling the Centre toll-free at 1-800-667-4374.**