

CATEGORY LIST

May 2015

Business Information

- 3 A Guide to Complying with the Data Protection Act
- 47 A Guide to Sources of Market Information and Statistics
- 185 A Checklist for Start Up Market Research
- 272 A Guide to Documents That You Must Keep
- 441 A Guide to Information and Resources in Business Reference Libraries
- 484 Business Guidance from Regulators and Government Agencies

Business Services

- 11 Choosing and Using an Architect
- 13 Choosing and Using a Graphic Designer
- 27 Choosing and Using an Insurance Broker
- 38 Choosing and Using an Accountant
- 95 Choosing and Using a Health and Safety Consultant
- 110 Choosing and Using a Patent Attorney
- 121 A Guide to Business Networking
- 149 Choosing and Using a PR Consultant
- 205 Choosing and Using a Copywriter
- 318 Choosing and Using a Business Translator
- 326 Choosing and Using a Website Designer
- 371 Choosing and Using a Recruitment Agency
- 414 A Guide to the Manufacturing Advisory Service (MAS)
- 432 A Guide to Using a Contractor in your Business
- 440 A Guide to Support for Rural Enterprise
- 441 A Guide to Information and Resources in Business Reference Libraries
- 445 A Guide to Setting Up a Community Interest Company
- 463 A Summary of Government Financial Support for Business in 2014
- 478 A Guide to the Single Use Carrier Bags Charge in Wales and Northern Ireland
- 508 An Introduction to Trading via Amazon

Environment

- 60 A Guide to the Environmental Protection Act 1990
- 89 A Guide to the ISO 14001 Environmental Management Standard
- 100 A Guide to Environmental Regulations
- 327 A Guide to Product Packaging Regulations
- 446 How to Implement Workplace Smoking Bans
- 472 A Guide to the Waste Electrical and Electronic Equipment Regulations 2006
- 478 A Guide to the Single Use Carrier Bags Charge in Wales and Northern Ireland
- 487 A Guide to Registering as a Waste Carrier

Europe

- 144 An Introduction to British, European and International Standards

Finance

- 7 A Guide to Understanding Balance Sheets
- 8 A Guide to Understanding Profit and Loss Accounts
- 9 An Introduction to Understanding Financial Ratios
- 15 An Introduction to Tax, National Insurance and VAT
- 24 Keeping Sales and Purchase Ledgers
- 30 How to Keep a Manual Cash Book

- 33 Applying for Authorisation as a Financial Services Provider
- 34 An Introduction to Factoring and Invoice Discounting
- 37 An Introduction to Making a Small Claim to Recover an Unpaid Debt
- 38 Choosing and Using an Accountant
- 40 A Summary of Sources of Finance for Starting a Business
- 41 Understanding and Calculating Depreciation
- 43 An Introduction to Business Bank Accounts
- 45 An Introduction to Charging and Accounting for VAT
- 51 A Guide to Controlling Costs
- 53 A Guide to Setting Up and Running a Payroll System
- 54 A Guide to Costing and Pricing a Product or Service
- 58 How to Forecast Cash Flow
- 61 An Introduction to Business Rates
- 62 An Introduction to Financing Your Business with Venture Capital
- 67 A Guide to Establishing a Trade Credit Policy
- 69 A Guide to Preparing and Submitting Company Accounts to Companies House
- 115 A Guide to Recovering an Unpaid Debt
- 171 A Guide to Understanding Bankruptcy
- 192 A Guide to Dissolving a Partnership
- 199 An Introduction to Company Insolvency and Liquidation
- 232 Leasing Business Equipment
- 234 An Introduction to VAT (Value Added Tax)
- 236 How to Forecast Sales
- 239 An Introduction to National Insurance for the Self-Employed
- 243 An Introduction to Tax Allowances for Capital Expenditure
- 244 An Introduction to Tax Allowable Business Expenditure
- 247 Glossary of Business Finance Terminology
- 252 An Introduction to Corporation Tax
- 260 An Introduction to Preparing a Budget
- 264 An Introduction to Tax Self-Assessment
- 283 An Introduction to Valuing a Business
- 294 An Introduction to Administration and Company Voluntary Arrangements
- 319 A Guide to Consumer Credit Authorisation
- 324 An Introduction to Approaching Business Angels
- 328 A Guide to the National Minimum Wage
- 369 A Guide to Applying for a Business Grant
- 373 A Guide to Debt Finance
- 383 An Introduction to Benefits in Kind Provided to Your Employees
- 386 A Guide to Invoices and Receipts
- 387 A Guide to Avoiding Cash Flow Problems
- 408 A Guide to Income Protection Insurance
- 422 An Introduction to Credit Control
- 442 A Guide to Support for Social Enterprise
- 445 A Guide to Setting Up a Community Interest Company
- 449 A Guide to Customer Tips, Service Charges and Troncs
- 456 An Introduction to the Construction Industry Scheme
- 458 An Introduction to Pay As You Earn (PAYE)
- 463 A Summary of Government Financial Support for Business in 2014
- 465 A Guide to Trade Credit Insurance
- 482 An Introduction to the Auto-enrolment Pensions System
- 483 A Guide to Tax Deadlines in 2015
- 491 An Introduction to the Cash-Basis and Simplified-Expenses Accounting Schemes
- 496 A Guide to the Seed Enterprise Investment Scheme (SEIS)
- 497 A Guide to the Enterprise Investment Scheme (EIS)
- 505 An Introduction to the VAT Margin Schemes

- 506 An Introduction to the VAT Retail Schemes
- 508 An Introduction to Trading via Amazon
- 510 Registering with and using VAT MOSS
- 517 An Introduction to Record Keeping and Completing a Self-Assessment Tax Return
- 518 A Guide to Calculating and Paying Corporation Tax
- 519 Business Rates Relief Schemes in Wales
- 520 Business Rates Relief Schemes in Scotland
- 521 Business Rates Relief Schemes in Northern Ireland
- 522 An Introduction to Registering for VAT
- 523 A Guide to National Insurance for Employers

Glossaries

- 184 Glossary of Export Terminology and Incoterms
- 196 Glossary of Company Law Terminology
- 247 Glossary of Business Finance Terminology

Health and Safety

- 2 An Introduction to Health and Safety Regulations
- 6 Insurance Cover for Business
- 22 A Guide to the Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- 39 A Health and Safety Compliance Checklist
- 70 A Guide to the Food Safety Act 1990
- 95 Choosing and Using a Health and Safety Consultant
- 122 A Guide to Fire Safety Measures
- 140 A Guide to the Management of Health and Safety at Work Regulations 1999
- 181 A Guide to First Aid Requirements in a Small Business
- 182 A Guide to Food Labelling Requirements
- 193 A Guide to Food Hygiene Regulations in the UK
- 198 A Guide to the Workplace (Health, Safety and Welfare) Regulations 1992
- 200 A Guide to the Regulations Covering Lifting and Manual Handling in the Workplace
- 263 A Guide to the Provision and Use of Work Equipment Regulations 1998
- 265 A Guide to the Personal Protective Equipment at Work Regulations 1992
- 289 A Guide to Carrying Out Health and Safety Risk Assessments
- 308 A Guide to the Electricity at Work Regulations 1989
- 316 A Guide to the Working Time Regulations 1998
- 375 Employers' Liability Insurance
- 376 A Checklist for a Health and Safety Risk Assessment
- 404 An Introduction to Indemnity Insurance
- 412 A Guide to Health and Safety Regulations for IT Equipment
- 435 An Introduction to Food Safety Legislation
- 436 A Guide to the General Product Safety Regulations 2005
- 439 A Compliance Guide for the Hair and Beauty Sector
- 444 A Compliance Guide for the Complementary and Alternative Therapy Sector
- 446 How to Implement Workplace Smoking Bans
- 466 A Guide to the Health and Safety at Work etc. Act 1974
- 481 A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- 486 A Guide to Food Business Registration and Approval
- 502 An Introduction to Creating a Food Safety Management System (FSMS)
- 503 A Guide to Food Hygiene Inspections

Information Technology

- 3 A Guide to Complying with the Data Protection Act
- 96 A Guide to Choosing and Registering an Internet Domain Name
- 267 An Introduction to Promoting a Business Website
- 317 Taking Payment by Credit or Debit Card
- 326 Choosing and Using a Website Designer
- 335 An Introduction to Developing an Internet and E-mail Policy
- 356 Choosing a Customer Relationship Management System
- 410 A Guide to the Privacy and Electronic Communications (EC Directive) Regulations 2003
- 412 A Guide to Health and Safety Regulations for IT Equipment
- 494 An Introduction to Legal Requirements for Business Websites
- 509 Legal Requirements for Selling Goods to UK Consumers Online

Intellectual Property

- 12 An Introduction to Intellectual Property Rights
- 94 How to Apply for a Patent
- 110 Choosing and Using a Patent Attorney
- 157 A Guide to Using the Copyright of Others
- 218 A Guide to Using Copyright to Protect Your Work
- 219 Registering a Trade Mark in the UK
- 249 An Introduction to Registering and Protecting Your Product Designs
- 398 An Introduction to Licensing Your Product to Third Parties
- 402 An Introduction to Obtaining a Licence to Develop a Third Party's Product
- 471 A Guide to the Copyright, Designs and Patents Act 1988

International Trade

- 184 Glossary of Export Terminology and Incoterms
- 202 An Introduction to Import Duty and Taxes
- 208 A Guide to Export Documentation
- 225 An Introduction to Getting Paid by Overseas Trade Customers
- 235 A Guide to Government Support for Exporters
- 238 A Guide to Methods of Entering Export Markets
- 240 An Introduction to Legal Forms of Joint Venture
- 318 Choosing and Using a Business Translator
- 396 Choosing and Using a Freight Forwarder

Legal

- 2 An Introduction to Health and Safety Regulations
- 3 A Guide to Complying with the Data Protection Act
- 5 A Guide to the Building Regulations 2010
- 6 Insurance Cover for Business
- 12 An Introduction to Intellectual Property Rights
- 16 An Introduction to Drawing Up Terms and Conditions of Sale (Ts and Cs)
- 22 A Guide to the Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- 23 A Guide to the Duties of a Company Secretary
- 25 Duties of a Company Director
- 28 Setting up in Business as an Ordinary Partnership
- 31 A Guide to Obtaining Planning Permission
- 32 Choosing the Right Business Legal Structure
- 33 Applying for Authorisation as a Financial Services Provider
- 37 An Introduction to Making a Small Claim to Recover an Unpaid Debt
- 39 A Health and Safety Compliance Checklist
- 42 A Guide to Written Statements of Employment Particulars
- 60 A Guide to the Environmental Protection Act 1990
- 65 A Guide to the Consumer Protection Act 1987
- 69 A Guide to Preparing and Submitting Company Accounts to Companies House
- 70 A Guide to the Food Safety Act 1990
- 73 A Guide to the UK Code of Non-Broadcast Advertising, Sales Promotion and Direct Marketing
- 91 Maternity Leave and Pay
- 111 A Compliance Guide for the Childcare Sector
- 122 A Guide to Fire Safety Measures
- 137 A Guide to the Commercial Agents (Council Directive) Regulations 1993
- 140 A Guide to the Management of Health and Safety at Work Regulations 1999
- 142 A Guide to the Sale of Goods Act 1979
- 145 An Introduction to Commercial Contracts in England and Wales
- 152 Business Activities Regulated by Local Authorities
- 156 A Guide to the Supply of Goods and Services Act 1982
- 157 A Guide to Using the Copyright of Others
- 167 A Guide to Setting up a Private Company Limited by Shares
- 171 A Guide to Understanding Bankruptcy
- 181 A Guide to First Aid Requirements in a Small Business
- 182 A Guide to Food Labelling Requirements
- 188 A Guide to the Telephone Preference Services
- 192 A Guide to Dissolving a Partnership
- 193 A Guide to Food Hygiene Regulations in the UK
- 196 Glossary of Company Law Terminology
- 197 A Guide to the Trade Descriptions Act 1968

198	A Guide to the Workplace (Health, Safety and Welfare) Regulations 1992	132	An Introduction to Researching Your Competitors
199	An Introduction to Company Insolvency and Liquidation	144	An Introduction to British, European and International Standards
200	A Guide to the Regulations Covering Lifting and Manual Handling in the Workplace	150	An Introduction to Selling Your Business
204	A Guide to the Construction (Design and Management) Regulations 1994	194	Sources of Public Sector Tenders and Contracts
217	A Guide to the Transfer of Undertakings (Protection of Employment) Regulations 2006	269	A Guide to Family-run Businesses
218	A Guide to Using Copyright to Protect Your Work	272	A Guide to Documents That You Must Keep
219	Registering a Trade Mark in the UK	279	Common Reasons Why Small Businesses Fail
223	Avoiding Unfair Terms in Consumer Contracts	322	A Guide to Appointing Non-executive Directors
242	CEMarking	394	A Guide to Carrying Out a SWOT Analysis
249	An Introduction to Registering and Protecting Your Product Designs	400	A Guide to Setting up an Affiliate Marketing Programme
255	Applying for Criminal Records Checks in England and Wales	405	A Guide to Business Continuity Planning
263	A Guide to the Provision and Use of Work Equipment Regulations 1998	445	A Guide to Setting Up a Community Interest Company
265	A Guide to the Personal Protective Equipment at Work Regulations 1992	446	How to Implement Workplace Smoking Bans
280	An Introduction to Consumer Legislation	456	An Introduction to the Construction Industry Scheme
294	An Introduction to Administration and Company Voluntary Arrangements	457	An Introduction to Employing Staff on Fixed-term Contracts
308	A Guide to the Electricity at Work Regulations 1989	468	A Guide to Bartering Goods and Services
316	A Guide to the Working Time Regulations 1998	472	A Guide to the Waste Electrical and Electronic Equipment Regulations 2006
319	A Guide to Consumer Credit Authorisation	473	A Guide to the Equality Act 2010
328	A Guide to the National Minimum Wage	476	A Guide to the Bribery Act 2010
329	A Guide to the Organisations You Must Contact When Starting Up	477	A Guide to the Agency Workers Regulations 2010
341	An Introduction to Business Regulations When Starting Up	482	An Introduction to the Auto-enrolment Pensions System
363	Setting up in Business as a Sole Trader	487	A Guide to Registering as a Waste Carrier
365	An Introduction to Limited Liability Partnerships (LLP)	516	Classes of Private Limited Company Shares
368	Choosing Business and Company Names		
375	Employers' Liability Insurance		
398	An Introduction to Licensing Your Product to Third Parties		
402	An Introduction to Obtaining a Licence to Develop a Third Party's Product		
404	An Introduction to Indemnity Insurance		
405	A Guide to Business Continuity Planning		
410	A Guide to the Privacy and Electronic Communications (EC Directive) Regulations 2003		
435	An Introduction to Food Safety Legislation		
436	A Guide to the General Product Safety Regulations 2005		
437	A Guide to Alcohol Licensing in England and Wales		
439	A Compliance Guide for the Hair and Beauty Sector		
444	A Compliance Guide for the Complementary and Alternative Therapy Sector		
445	A Guide to Setting Up a Community Interest Company		
446	How to Implement Workplace Smoking Bans		
459	An Introduction to the Companies Act 2006		
466	A Guide to the Health and Safety at Work etc. Act 1974		
481	A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)		
486	A Guide to Food Business Registration and Approval		
488	A Guide to Applying for a Music Licence		
489	A Guide to Applying for a Market Stall Licence		
490	A Guide to Applying for a Street-Trading Licence		
492	A Guide to Alcohol Licensing in Scotland		
493	A Guide to Alcohol Licensing in Northern Ireland		
494	An Introduction to Legal Requirements for Business Websites		
498	A Guide to Registering with HMRC as a New Employer		
504	A Guide to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013		
508	An Introduction to Trading via Amazon		
509	Legal Requirements for Selling Goods to UK Consumers Online		
511	Adoption Leave and Pay		
512	Paternity Leave and Pay		
513	Government Support for Research and Development in the UK		
514	Applying for Criminal Records Checks in Scotland		
515	Applying for Criminal Records Checks in Northern Ireland		
Management		Marketing	
6	Insurance Cover for Business	1	A Guide to Using a Market Research Questionnaire
29	A Guide to ISO 9000 Quality Standards	13	Choosing and Using a Graphic Designer
131	An Introduction to Franchising a Business	18	A Guide to Getting Your Press Release Published
		44	A Guide to Developing a Marketing Plan
		47	A Guide to Sources of Market Information and Statistics
		56	Choosing the Right Promotional Medium
		68	An Introduction to Preparing for an Exhibition
		73	A Guide to the UK Code of Non-Broadcast Advertising, Sales Promotion and Direct Marketing
		102	Joining a Multi-level Marketing Scheme as a Distributor
		107	A Guide to Profiling Your Target Market
		132	An Introduction to Researching Your Competitors
		135	A Guide to Writing Effective Sales Letters
		149	Choosing and Using a PR Consultant
		185	A Checklist for Start Up Market Research
		188	A Guide to the Telephone Preference Services
		205	Choosing and Using a Copywriter
		236	How to Forecast Sales
		266	A Guide to Creating a Business Logo
		267	An Introduction to Promoting a Business Website
		317	Taking Payment by Credit or Debit Card
		327	A Guide to Product Packaging Regulations
		345	A Guide to the Tax Implications of Business Entertaining
		356	Choosing a Customer Relationship Management System
		389	Tips for Building Customer Loyalty
		392	A Guide to Creating a Marketing Strategy for Your Business
		394	A Guide to Carrying Out a SWOT Analysis
		398	An Introduction to Licensing Your Product for Resale by Others
		400	A Guide to Setting up an Affiliate Marketing Programme
		402	An Introduction to Obtaining a Licence to Develop a Third Party's Product
		461	A Guide to the Business Protection from Misleading Marketing Regulations 2008
		462	A Guide to the Consumer Protection from Unfair Trading Regulations 2008
		499	A Guide to Advertising Hotels, Guest Houses, or Bed and Breakfast Accommodation Online
		507	A Guide to the Consumer Protection (Amendment) Regulations 2014
		Pre Start	
		1	A Guide to Using a Market Research Questionnaire
		4	A Guide to Writing a Business Plan
		6	Insurance Cover for Business
		12	An Introduction to Intellectual Property Rights
		16	An Introduction to Drawing Up Terms and Conditions of Sale (Ts and Cs)
		17	A Checklist for Running a Business from Home

28	Setting up in Business as an Ordinary Partnership
40	A Summary of Sources of Finance for Starting a Business
47	A Guide to Sources of Market Information and Statistics
50	A Checklist for Buying a Shop
57	Choosing Commercial Premises
59	20 Tips to Help You Choose a Business Idea
66	A Guide to Setting up a Co-operative Business
71	An Introduction to Buying a Franchise
94	How to Apply for a Patent
98	Could You Run Your Own Business?
120	A Guide to Buying a Business
167	A Guide to Setting up a Private Company Limited by Shares
236	How to Forecast Sales
279	Common Reasons Why Small Businesses Fail
285	A Guide to Starting a Business While Under 18
329	A Guide to the Organisations You Must Contact When Starting Up
341	An Introduction to Business Regulations When Starting Up
349	An Introduction to Not-for-profit Organisations
363	Setting up in Business as a Sole Trader
365	An Introduction to Limited Liability Partnerships (LLP)
368	Choosing Business and Company Names
397	An Introduction to Managed Workspace
440	A Guide to Support for Rural Enterprise
469	Setting up and Registering as a Charity
486	A Guide to Food Business Registration and Approval
495	A Guide to National Sources of Start Up Support
496	A Guide to the Seed Enterprise Investment Scheme (SEIS)
497	A Guide to the Enterprise Investment Scheme (EIS)
501	An Introduction to Community Amateur Sports Clubs (CASCs)

Premises

5	A Guide to the Building Regulations 2000
10	A Guide to Renting Premises for your Business
11	Choosing and Using an Architect
19	A Guide to Commercial Mortgages
31	A Guide to Obtaining Planning Permission
57	Choosing Commercial Premises
61	An Introduction to Business Rates
122	A Guide to Fire Safety Measures
198	A Guide to the Workplace (Health, Safety and Welfare) Regulations 1992
204	A Guide to the Construction (Design and Management) Regulations 2007
397	An Introduction to Managed Workspace
405	A Guide to Business Continuity Planning
486	A Guide to Food Business Registration and Approval
488	A Guide to Applying for a Music Licence
500	Business Rates Relief Schemes in England
521	Business Rates Relief Schemes in Wales
522	Business Rates Relief Schemes in Scotland
523	Business Rates Relief Schemes in Northern Ireland

Staff

2	An Introduction to Health and Safety Regulations
20	A Guide to Conducting Staff Appraisals
36	An Introduction to Recruiting Staff
42	A Guide to Written Statements of Employment Particulars
53	A Guide to Setting Up and Running a Payroll System
75	A Checklist for Employing Staff who Work from Home
84	A Checklist for Inducting a New Employee
91	Maternity Leave and Pay
118	How to Manage Employee Absence
129	An Introduction to Employing Part-time Staff
168	An Introduction to Redundancy Legislation and Procedures
213	A Guide to Planning and Conducting a Job Interview
217	A Guide to the Transfer of Undertakings (Protection of Employment) Regulations 2006
241	Checklist for First-Time Employers
245	A Guide to References for Employees
246	A Guide to Employing Temporary Workers
255	Applying for Criminal Records Checks in England and Wales
259	A Guide to Employing Staff Under 18 Years Old
313	A Guide to Apprenticeships for Small Business
316	A Guide to the Working Time Regulations 1998

328	A Guide to the National Minimum Wage
336	How to Employ Someone from Outside the UK and EEA
371	Choosing and Using a Recruitment Agency
374	A Guide to Handling Flexible Working Requests
383	An Introduction to Benefits in Kind Provided to Your Employees
449	A Guide to Customer Tips, Service Charges and Troncs
456	An Introduction to the Construction Industry Scheme
457	An Introduction to Employing Staff on Fixed-term Contracts
464	An Introduction to Discipline and Grievance Procedures
473	A Guide to the Equality Act 2010
477	A Guide to the Agency Workers Regulations 2010
482	An Introduction to the Auto-enrolment Pensions System
511	Adoption Leave and Pay
512	Paternity Leave and Pay
514	Applying for Criminal Records Checks in Scotland
515	Applying for Criminal Records Checks in Northern Ireland
524	An Introduction to the Fit for Work Scheme

Transport and Distribution

184	Glossary of Export Terminology and Incoterms
202	An Introduction to Import Duty and Taxes
396	Choosing and Using a Freight Forwarder
405	A Guide to Business Continuity Planning