



CITY OF RICHMOND - OFFICE OF MINORITY BUSINESS DEVELOPMENT – RESOURCE MATERIALS



BOOKS- HARD COPIES ONLY

1 Builder's Guide to Accounting Revised	Step-by-step, easy-to-follow guidelines for setting up and maintaining records for your construction building business
2 Estimating With Microsoft Excel	Step-by-step how to create your own customized automated spreadsheet estimating program for use with Excel
3 National Construction Law Manual, 4th Edition	In-depth coverage of legal terms in a construction business. 780-page heavy construction cost estimating volume for each of the 50 states
4 2006 CD Estimator Heavy	
5 Land Development	Principles in land development from initial market studies to site selection and analysis
6 Getting Financing & Developing Land	Practical knowledge to prepare market study, select building site, obtain financing, have plans approved and control building costs
7 Constructionary: English to Spanish Dictionary	Pocket-sized dictionary of up-to-date construction words and phrases in English-Spanish and Spanish-English with phonetic pronunciation

HARD COPY WITH CD

<u>PRODUCT NAME</u>	<u>USAGE</u>
Contractor's Guide to QuickBooks Pro 2006	A template for a construction company to help speed your set up, an estimating program with a 5000-item database

SOFTWARE

2006 CD Estimator	85,000 construction costs for new construction, home improvement, remodeling, renovation & insurance
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Construction Master Pro Calculator	Advanced construction math calculator for building professionals
Primavera - SureTract Manager 03	Project management software offers analysis, web reporting and graphics
Proposal Kit Pro	Contract/proposal template package for IT, web, software, hardware, media, photography, & other technology related companies
Proposal Pack Wizard	Wizard automates business proposal kit in minutes
Estimate Pack - V6	Estimate & costing spreadsheets for website, E-commerce, CD ROM, Video estimates, graphic design, & photography service estimates
Marketing Plan Pro by Quicken	Marketing assistance: Sales and Marketing Management software
Quicken Basic 2007	Financial management assistance: Track spending, pay bills, balance checkbook, create budget
Business Plan Pro 2006 Premier	Business Plan development assistance ; Creating business plans