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Item #	CAREER FOCUS & INTERNSHIP FACILITATION	Qty.	Price	Total
RWG	Resume-Writing Guide		\$ 7.95	\$
4-STEP	4-Steps to Entrepreneurial Focus: A Self-Discovery Process of Talents and Purpose		\$19.95	\$
INT-STU	Internship Guide for Students		\$12.95	\$
INT-EMP	Internship Guide for Employers		\$12.95	\$
INT-ACA	Intership Guide for Academic Representatives		\$12.95	\$
INT-ALL	Internship Guides - Set of 3; Students, Employers & Academic Representatives		\$29.95	\$
<b>SELF-EMPLOYMENT</b>				
5-STEP	5-Steps to Self-Employment: A Guide to Launching a Self-Employment Venture		\$29.95	\$
<b>STARTING A SMALL BUSINESS</b>				
10-STEP	10-Steps to Venture Launch: A Guide to Launching a Small Business Venture		\$29.95	\$
BPG-01	Business Planning Guide: <i>A workbook for writing a business plan</i>		\$29.95	\$
<b>MANAGING A BUSINESS</b>				
SMLS-01	SMLS #1: Cash Flow Management: <i>8-Steps to Controlling Cash</i>		\$12.95	\$
SMLS-02	SMLS #2: Forecasting: <i>7-Steps to Forecasting</i>		\$12.95	\$
SMLS-03	SMLS #3: Management Control: <i>4-Steps to Improving Management Control</i>		\$12.95	\$
SMLS-04	SMLS #4: Target Marketing: <i>8-Steps to Marketing Success</i>		\$12.95	\$
SMLS-05	SMLS #5: <i>Time Management</i>		\$12.95	\$
SMLS-06	SMLS #6: <i>Financing</i>		\$12.95	\$
SMLS-07	SMLS #7: <i>Human Resource Management</i>		\$12.95	\$
SMLS-08	SMLS #8: <i>Inventory Control</i>		\$12.95	\$
SMLS-09	SMLS #9: <i>Marketing Communications</i>		\$12.95	\$
SMLS-10	SMLS #10: <i>Credit &amp; Collections</i>		\$12.95	\$
SMLS-11	SMLS #11: <i>Strategic Analysis</i>		\$12.95	\$
SMLS-12	SMLS #12: <i>Knowledge Management Systems</i>		\$12.95	\$
SMLS-0A	<i>SMLS Workbook Collection - SMLS #1 thru #12 (All 12 Workbooks, Save 30%)</i>		\$99.95	\$
<b>GROWING A BUSINESS</b>				
SKM-01	Strategic Knowledge Management Systems: <i>A workbook for building mgmt. systems</i>		\$29.95	\$
PPP-01	Panic, People and Process: <i>A workbook for managing the business life cycle</i>		\$29.95	\$
Subtotal Order		XX	XX	\$
Shipping and Handling (see chart below)		XX	XX	\$
<b>ORDER TOTAL</b>				\$

Shipping and Handling	Order Total	Add	Express Delivery	Add*
Chart for Above Quantities	\$ .01 - \$30.00	\$ 3.95	Next Day Service	\$39.95
(Shipped within the Continental U.S.)	\$ 30.01 - \$ 75.00	\$ 7.95	2/3 Day Service	\$32.95
	\$ 75.01 - \$125.00	\$15.95	*5 lbs. or less, call for higher weights	
	\$125.01 - \$200.00	\$24.95	International:	Call for pricing
	Over \$200.00	Call for pricing		

**NOTE:** Nonprofit business assistance agencies and academic institutions may contact the Knowledge Institute to inquire about qualifying for wholesale pricing and co-branded publications for individual and group learning applications.

*Thank you*

Pricing effective November 2011