



**U.S. SMALL BUSINESS ADMINISTRATION  
Business Information Center (BIC)**

**Presents a Workshop**

***~Starting a Construction Business~***

Whether you are a builder, contractor, or subcontractor the **CONSTRUCTION INDUSTRY** is one of the most challenging of the truly free enterprises in America. If your business interest is that of a painter, drywall/wallboard installation, roofing, insulation/siding, plumbing, electrical or any other service provided to a commercial or residential client, this workshop is for you. This industry requires substantial technical knowledge in contract management, decision management, and project construction, to name a few of the diverse skills needed to run a successful construction business.

***At this workshop you'll receive valuable information on start-up, expanding, and how to obtain appropriate financing for your business.***

***Topics covered:***

- Bidding and Estimating
- Contractor and Subcontractor Agreements
- Dealing with changes, delays, and acceleration
- Health and Safety Regulations
- Invoices and Contracts
- Job Set-Up and Planning
- Organizing, Marketing and Managing your Company
- Providing Good Customer Service
- Women in the Construction Industry

***REGISTERED TODAY***

***MARK YOUR CALENDAR***

**Date:** August 26, 2004  
**Time:** 1:00 p.m. to 4:00 p.m.  
**Location:** U.S. Small Business Administration  
 Georgia District Office  
 Harris Tower - Peachtree Center Complex  
 233 Peachtree Street, Suite 1900  
 Atlanta, GA 30303

Pre-registration required. Seats are limited.

**FREE ADMISSION**

To Register: Contact Catherine Williams at 404.331.0100 Ext. 704 Fax: 404.331.0101 or E-mail at [catherine.williams@sba.gov](mailto:catherine.williams@sba.gov)

Registration Form – Starting a Construction Business August 26, 2004

Complete the registration form and return it to Catherine Williams, BIC manager at the above address or E-mail registration to include information below to [catherine.williams@sba.gov](mailto:catherine.williams@sba.gov) .

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

City \_\_\_\_\_ St. \_\_\_ Zip \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

This event is not an endorsement of the views, opinions, products, or series of any co-sponsor or other person or entity. All SBA programs or co-sponsored programs are extended to the public on a nondiscriminatory basis. Reasonable arrangements for persons with disabilities will be made if requested at least 2 weeks in advance.