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## **\$ Profit Builders Inc.**

### **BUSINESS CONSULTANT**

*Good solutions for your business!*

Helping You Out-Think, Out-Perform and  
Out-Earn the Competition-Risk Free & Guaranteed!

## **FAQs**

### **Questions You Might Have**

#### **RE: Coaching- Mentoring – Consulting Services**

**Q. I can't afford a consultant but I really want to grow. Is there any other way I can get help?**

**A.** Yes. You can begin by taking our Free Opportunity Analysis and Prosperity Audit. This will give you a good fundamental understand of the elements and processes necessary to create a successful system. We develop a Toolkit that will give you worksheets and instructions for building your own Systems.

**Q. I don't have a marketing or sales team yet. Will your systems work for me?**

**A.** Sure. Just as long as you have someone available for marketing and to close sales. That might even be you.

**Q. How long will it take to see results?**

**A.** When we develop and implement the systems for clients, we see results in as little as 30 to 60 days. Each Pillar in the Systems takes about 30 days to implement [or shorter dependent upon clients, needs, systems requested and demands]. When clients choose to implement the system themselves, it usually takes a little longer – up to 12 months.

**Q. Can I pay you as a percentage of new revenue?**

**A.** PBI guarantees results in the form of incoming leads and new sales opportunities. We work on a percentage of revenue basis and others. Email us for more specifics.

**Q. What if the systems don't work?**

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**A.** If the systems don't work as initially anticipated, we will continue working with you – at no additional charge – until it does work. If we are still unable to make it work, we will refund your investment. Remember, you get a Money-Back Guarantee.

**Q. Do your systems work with consumer products?**

**A.** Yes. The PBI Systems deliver results for any complex, multi-buyer, lengthy, high-ticket product or service. They have been created, tested and fine-tuned for the process for business-to-business products and services and B2C. We guarantee they work in the all business arena.

**Q. I've tried prosperity, business and sales systems before without any results, why are your systems any different?**

**A.** Mainly because they are an actual system carefully crafted to match the needs of your buyers and keep them moving forward in the buying process. Most companies who have tried prosperity systems unsuccessfully have made the mistake of using independent tactics instead of integrated processes.

**Q. Will you be working out of my offices?**

**A.** YES at times. However, we find that we can be more effective working remotely from our own offices. We are available for optional onsite meetings.

**Q. How will I be able to reach you?**

**A.** As a PBI client you will be given a special email address that puts you in direct contact with us. You will get a response to any email you send to this address within 90 minutes during business hours (Pacific Time) Monday through Friday. You will also have access to an emergency phone number.

**Q. How will I know how things are going? How often will I hear from you?**

**A.** We provide regular weekly status reports. You can also request an update at any time.

**Q. Do I have to be in San Francisco to work with you?**

**A.** Definitely not. We work remotely via internet and phone.

**Q. Can you give me some information I can use if I don't work with you?**

**A.** Absolutely.

## **ADDITIONAL HELP**

### **Consumer Protection Organizations**

- [Department of Consumer Affairs](#)
- [Better Business Bureau](#)
- [Center for Public Interest Law](#)

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- [Consumer Product Safety Commission](#)
  - [Department of Consumer Affairs Boards and Bureaus](#)
  - [Department of Justice, Office of the Attorney General](#)

### **Industry Related State Agencies**

- [CalGold](#)
- [California Energy Commission](#)
- [California Secretary of State](#)
- [California Seismic Safety Commission](#)
- [California State Fire Marshal](#)
- [Department of General Services](#)
  - [Division of the State Architect](#)
  - [State Allocation Board](#)
  - [Monthly Construction Cost Indices](#)
- [Department of Health Services, Lead Poisoning](#)
- [Department of Industrial Relations](#)
  - [Division of Labor Standards Enforcement](#)
    - [Debarments \(Public works contractors\)](#)
    - Labor Code section 1741(c) Judgments - Public Works ( [xls](#) | [pdf](#) )
  - [Asbestos Contractor Registration](#)
  - [Division of Apprenticeship Standards](#)
  - [Electrical Certification Program](#)
  - [Occupational Safety and Health](#)
  - [Workers' Compensation](#)
- [Department of Toxic Substances Control](#)
- [Employment Development Department](#)
  - [Employment Tax Seminars](#)
- [Office of Emergency Services](#)

### **Industry Associations**

- [Associated Builders and Contractors](#)
- [Associated General Contractors of California](#)
- [Associated Roofing Contractors of the Bay Area Counties](#)
- [Association of Pool & Spa Professionals](#)
- [California Building Industry Association](#)

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- [Americas Glass Association](#)
  - [California Groundwater Association](#)
  - [California Landscape Contractors Association](#)
  - [California Spa and Pool Industry Education Council](#)
  - [Engineering and Utility Contractors Association](#)
  - [Engineering Contractors Association](#)
  - [Independent Roofing Contractors of California](#)
  - [Institute of Heating and Air Conditioning Industries](#)
  - [National Association of Home Builders](#)
  - [National Association of the Remodeling Industry](#)
  - [National Association of Women in Construction](#)
  - [National Electrical Contractors Association](#)
  - [Painting and Decorating Contractors of America](#)
  - [Plumbing Heating Cooling Contractors of California](#)
  - [Roofing Contractors Association of California](#)
  - [Roofing Contractors Association of Southern California](#)
  - [Sheet Metal and Air Conditioning Contractors Association](#)
  - [Southern California Builders Association](#)
  - [Southern California Contractors Association](#)

### Other Links

- [California Board of Equalization Free Seminars -- Small Business Fairs](#)
- [Internal Revenue Service](#)
  - [Tax Information for Businesses](#)
  - [Tax Information for Construction Industries](#)
  - [Tax Information for Small Businesses](#)
- [State Personnel Board](#)



## **Helpful Links**

[AllBusiness.com](http://www.allbusiness.com)  
[www.allbusiness.com](http://www.allbusiness.com)

This informational portal for small business owners offers resources for all areas of business operation, such as employment, technology, e-commerce, sales and marketing, operation, finance, tax and accounting, business planning, insurance and

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legal. Resources include guides, advice, how-to articles, downloadable forms and agreements, blogs, business news, business directory, product comparisons, links to product and service providers. Includes business startup kit. Can preview business guides, forms, contracts, agreements; purchase them online.

**[American City Business Journal](#)**

[www.bizjournals.com](http://www.bizjournals.com)

Resource portal for small, medium and large businesses. Registered users can access topical feature articles, news updates by industry or by metro area; job openings; woman-owned business resources; franchise center; financing articles; business classifieds; business tips library. Sales leads are available to subscribers.

**[Association of Certified Fraud Examiners](#)**

[www.acfe.com](http://www.acfe.com)

**Fraud Resource Center** includes "How to Prevent Small Business Fraud" manual; "Occupational Fraud and Abuse" online presentation; sample fraud policy; PricewaterhouseCoopers "Global Economic Crime Survey 2003." Offers online webinar on "Fraud and Abuse in Construction and Major Capital Projects."

**[Bandwidth Meter from CNet Internet Services](#)**

[reviews.cnet.com/7004-7254\\_7-0.html](http://reviews.cnet.com/7004-7254_7-0.html)

Provides a tool to measure Web connection speeds from offices or through DSL, cable or dial-up connections.

**[Better Business Bureau](#)**

[www.bbb.org](http://www.bbb.org)

**Consumer/Business Tips** contains a library of business tips articles.

**[Business Owners' Idea Café](#)**

[www.businessownersideacafe.com](http://www.businessownersideacafe.com)

Online community for business idea sharing, networking, mentoring, other resources. Includes discussion forums, business tax resources, grant and loan centers, tips and articles on running a business, business owner spotlight profiles, publications available for sale, periodicals available for free subscription to qualified applicants.

**[Business Roundtable](#)**

[www.businessroundtable.org](http://www.businessroundtable.org)

Provides position statements, press releases, publications on issues of corporate governance, education and workforce, technology, economy, fiscal policy, health and retirement, security. BusinessLINC initiative aimed at stimulating economic growth in distressed cities and rural areas pairs large companies with small businesses to provide technical assistance, business advice, networking, investment, joint venturing, and contracting opportunities.

**[CCH Business Owner's Toolkit](#)**

[www.toolkit.cch.com](http://www.toolkit.cch.com)

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Informational clearinghouse for small business owners. Contains information on starting, financing, managing and marketing a small business; sample business documents, financial spreadsheet templates, checklists and government forms; employment and labor resources and tests; tax information; advice column; link to Financial Planning Toolkit.

**[Department of Labor](#)**

[www.dol.gov](http://www.dol.gov)

**Office of Disability Employment Policy** provides fact sheets on worksite accommodations; worker's compensation policy development fact sheet; ADA Primer for Small Businesses; and recruiting and hiring fact sheets.

**[Department of Veterans Affairs](#)**

[www.va.gov](http://www.va.gov)

**Office of Small and Disadvantaged Business Utilization** gives information about monthly business counseling sessions and includes full text of its publications.

**[Electronics Recycling Initiative](#)**

[www.nrc-recycle.org/resources/electronics/index.htm](http://www.nrc-recycle.org/resources/electronics/index.htm)

National Recycling Coalition's initiative supported by the Environmental Protection Agency and the U.S. Postal Service promotes recovery, reuse and recycling of obsolete electronic equipment and encourages design, manufacture and purchase of environmentally responsible electronic equipment. Contains guide to managing old equipment; database of recyclers; links to Web sites outlining electronics recycling policies and programs, international programs and recycling programs of major computer, electronics manufacturers. Also includes technical documents; environmental design information; links.

**[Entrepreneur.com State-by-State Guide to Doing Business](#)**

[www.entrepreneur.com/stateguide/](http://www.entrepreneur.com/stateguide/)

Based on the Small Business Administration's "2004 State Small Business Economic Profiles" report, this study profiles total number of firms, small-business income, industrial composition, job growth, and minority and women-owned businesses in the 50 states and the District of Columbia.

**[Inc. Online](#)**

[www.inc.com](http://www.inc.com)

Provides online resource for growing companies; business directory; topical how-to guides; current and archival magazine articles and columns; sample policies, agreements, worksheets, checklists and other tools for registered users; topical discussion forums; event and seminar listings; classified ads for businesses and assets for sale. Links to business resources, statistics, "top" lists.

**[Institute for Business and Home Safety](#)**

[www.ibhs.org](http://www.ibhs.org)

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**Open for Business Resource Page** includes Web-based, interactive property protection and planning tool available to small business customers of member insurers; business disaster recovery plan; Disaster Planning Toolkit for the Small Business Owner; "Getting Back to Business – A Guide for the Small Business Owner Following Disaster."

### **[Internal Revenue Service](#)**

[www.irs.ustreas.gov](http://www.irs.ustreas.gov)

Provides federal tax information for businesses, including tax calendars, tax information pertaining to starting and operating small businesses, employee benefit plans and electronic filing; full text of IRS tax publications for businesses; browse list of tax forms or search for particular forms; download current and prior year's forms and publications; order print or CD-ROM versions of tax forms; links to state tax forms. Offers workshops for small businesses; tax resources for construction and other business communities. Includes tax FAQs organized by category.

### **[Internal Revenue Service, Construction](#)**

[www.irs.gov/businesses/small/industries/content/0,,id=99329,00.html](http://www.irs.gov/businesses/small/industries/content/0,,id=99329,00.html)

Construction industry tax resources include federal tax course curriculum, tax tips, recordkeeping guidance, overview of statutes and regulations, trends, statistics, audit technique guides, industry fact sheet, accounting tips, home construction contracts tax guide, and links to small business information.

### **[Internal Revenue Service E-File](#)**

[www.irs.gov/efile/index.html](http://www.irs.gov/efile/index.html)

Offers electronic filing for individual taxpayers and businesses. Includes electronic forms and instructions; lists private IRS partners that offer e-file and electronic payment services; provides information about EFTPS (Electronic Federal Tax Payment System).

### **[Maine Finance Authority](#)**

[www.famemaine.com](http://www.famemaine.com)

Includes guide to business plans basics.

### **[Measurement Control and Automation Association](#)**

[www.measure.org](http://www.measure.org)

Lists publications available for sale, including a salary survey, marketing research reports and Business Conditions Report.

### **[Minority Business Development Agency](#)**

[www.mbda.gov](http://www.mbda.gov)

Information portal geared toward minority businesses, with the goal of assisting in business development. Provides directory of local centers; beginner essentials guide; links to resources on market access, capital access, e-commerce, education and

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training, government contracting, business management. Includes business and venture capital glossaries.

**[MoreBusiness.com](#)**

[www.morebusiness.com](http://www.morebusiness.com)

Collection of articles, tips, links on starting, planning, operating a business. Includes sample business plans, contracts, agreements, checklists.

**[National Association of Home Builders](#)**

[www.nahb.com](http://www.nahb.com)

Provides business management materials and tips.

**[National Center for Employee Ownership](#)**

[www.nceo.org](http://www.nceo.org)

Nonprofit membership and research organization that provides information on employee stock ownership plans, employee stock options and employee participation programs. Contains membership information, online publications and columns, catalog of publications available for sale and listings of upcoming nationwide workshops.

**[Nolo](#)**

[www.nolo.com](http://www.nolo.com)

Provides free legal guides, articles, checklists and FAQs on business, human resources, patents and copyrights, wills and estates, property, finance, family law, immigration, rights and disputes.

**[SCORE Counselors to America's Small Business](#)**

[www.score.org](http://www.score.org)

Can locate Service Corps of Retired Executives chapters and can ask business questions online. **Learning Center** includes guide to finding a business mentor; tips on business planning, finance and capital, legal issues, sales, taxes, training and other topics; resources for woman, minority, young and veteran entrepreneurs. **Business Toolbox** includes business quizzes; small business statistics; business templates; sample business plans; database of business book reviews; online workshops; daily tips; Internet Marketing Workbook; link to free financial benchmarking service. Small Business Private Loan Guide is available to registered users.

**[Small Business Administration](#)**

[www.sbaonline.sba.gov](http://www.sbaonline.sba.gov)

Provides resources for starting and managing a small business, including financial management, business planning, marketing, personnel management, disaster assistance; workshops and training; small business size standards. Links to Service Corps of Retired Executives for business counseling; SBA district offices; Small Business Information Centers; and Small Business Development Centers, which provide management assistance. Includes information about electronic commerce

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and mentor network that pairs small and large businesses. **Financing Your Business** includes information about loan programs; loan forms; list of certified and preferred lenders; loan statistics; investment company financing statistics for small businesses; publications on financial management; listings of financing workshops; and statutes and regulations. **Financing** includes directory of financing information, government and private loan programs, information organized by topic. **Office of Surety Guarantees** provides information on SBA guarantees of bid, payment and performance bonds for contracts up to \$2 million for small businesses; surety guarantees; surety bond forms; and area office contacts. **Small Business Advocate** provides regulatory alerts; law library of reports, forms, statutes, regulations; and yearly state small business profiles.

### [Social Security Administration](#)

[www.ssa.gov](http://www.ssa.gov)

Can apply for Social Security retirement and spousal benefits, estimate benefit amounts, request Social Security statements and check eligibility for benefits online. Can locate nearest field office by ZIP code. Employer resources include wage reporting forms, publications and filing information; online publications; catalog of more than 100 publications that can be requested by fax; subscription information; and past and current issues of SSA/IRS Reporter. Provides information for the self-employed. Includes Social Security Totalization agreements with 20 countries. **Business Services Online** offers W2 filing; Social Security number verification; full text of Social Security Act and regulations; Social Security Handbook; summaries of recent legislation affecting Social Security benefits and programs; Social Security and Acquiescence Rulings.

### [StopBadWare.org](#)

[www.stopbadware.org](http://www.stopbadware.org)

Online campaign led by Harvard Law School's Berkman Center for Internet and Society and Oxford University's Oxford Internet Institute aimed at fighting spyware, which is hidden software that tracks user's online activity and feeds information back to marketers, who in turn deploy targeted ads, pop-ups and otherwise misuse the computers of others. Visitors can submit technical reports online.

### [Tax Resources on the Web](#)

[www.taxtopics.net](http://www.taxtopics.net)

Provides links to government and other tax resources for individuals and businesses; organized alphabetically by topic. **Federal Tax Library** includes U.S. Code, regulations, IRS documents, federal and state forms and publications, court decisions, rates, indices, acts, legislation, online e-filing. **California Tax Library** includes statutes, forms, rates, publications, employer information.

### [TotalBusiness.com](#)

[www.totalbusiness.com](http://www.totalbusiness.com)

Provides resources for starting, managing, growing, selling a business. Offers more than 300 free tutorials and more than 1,000 articles on business start up, financing, sales and marketing, building a Web site, setting up an office, hiring employees, selling a business, and small business legal, accounting, taxation. Offers free business forms kits.

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### **[U.S. Business Advisor](#)**

[www.business.gov](http://www.business.gov)

Provides businesses with one-stop access to government information. Includes links to government resources, forms and Web sites on business development, financial assistance, taxes, laws and regulations, international trade, workplace issues, buying from and selling to the U.S. government. Includes information on electronic commerce. **Research and Resources** links to business information on the Internet by topic, produced both by federal government and by non-governmental sources.

### **[Womenbiz.gov](#)**

[www.womenbiz.gov](http://www.womenbiz.gov)

Informational portal designed to help women-owned enterprises to conduct business with the government. Includes tips on getting started; subcontracting directories and opportunities; agency procurement information; national directory of women-owned and disadvantaged enterprises; databases of government business opportunities; links to other support agencies, centers and resources.

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