

MIAMI COUNTY BUSINESS START-UP GUIDE



A Practical Resource Guide for Individuals Interested in Starting a New
Business

Published by Miami County Department of Economic Development
August 2005

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PLANNING YOUR NEW BUSINESS

ABOUT THIS PUBLICATION

Miami County Economic Development Department created this New Business Start-up Guide as a way to encourage entrepreneurship and small business development in Miami County. We understand that planning a business can be an extensive task. This document is designed to be a resource guide that will help to put you in contact with the numerous business resources that are available to help you.

In Miami County we approach business development with a team approach. Your local Chamber of Commerce, Economic Development Associations and government officials are available to assist you in your business endeavor. Please refer to the links below to learn more about the organizations that make up our team. Our office, staff, and resources are here to help, so please don't hesitate to ask for our assistance. We hope you will join the numerous other businesses and industries that have chosen Miami County as their location to do business.

This document is intended to be a resource guide to assist you in the business start up process. . The information herein was thought to be accurate at the time of publication. Since no single publication can address every business issue, please take the time to research all issues thoroughly before making business decisions.

CHAMBERS OF COMMERCE & ECONOMIC DEVELOPMENT ASSOC.'s

[Miami County](#)

[City of Piqua](#)

[City of Troy](#)

[City of Tipp City](#)

[West Milton](#)

[Village of Covington](#)

Miami County

Miami County Economic Development Department

Through community-wide partnership, Miami County Department of Economic Development Department promotes job retention/creation, encourages value-added business investment and economic growth, while enhancing the quality of life in Miami County. Through funding from the Miami County Board of Commissioners, the department works promote growth and retention by meeting the needs of area business. As a resource for business and industry, MCED can provide community

profiles, statistical information, business/industrial site location assistance, grant and incentive information, and help on numerous other business issues.

MIAMI COUNTY ECONOMIC DEVELOPEMENT DEPARTMENT

510 W. Water St., Suite 110
Troy, OH 45373
Ph.937.440.8121- Fax 937.440.8124
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Web www.miamicountyoh.org

Piqua

CITY OF PIQUA, ECONOMIC DEVELOPMENT DEPT & PIQUA IMPROVEMENT CORP.

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201 W. Water St.
Piqua, OH 45356
Ph. 937-773-8198
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MAINSTREET PIQUA

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Piqua, OH 45356
Ph. 937-773-9355
Email info@mainstreetpiqua.com
Web www.mainstreetpiqua.com

Tipp City

CITY OF TIPP CITY, ECONOMIC DEVELOPMENT DEPARTMENT

Bradley Vath
Assistant City Manager/Economic Development Director
260 S. Garber Dr.
Tipp City, OH 45373
Ph. 937-669-3118 ext.3118
Email vathb@tippcity.net
Web www.tippcityohio.gov

TIPP CITY AREA CHAMBER OF COMMERCE

Tipp City Chamber
12 S. Third St.
Tipp City, OH 45371
Ph. 937-667-8300
Email info@tippcitychamber.com
Web www.tippcitychamber.com

Troy

CITY OF TROY, ECONOMIC DEVELOPMENT DEPARTMENT

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Development Director
100 S. Market St.
Troy, OH 45373
Ph. 937-339-9481
Email jim.dando@troyohio.gov
Web www.troyohio.gov

TROY DEVELOPMENT COUNCIL

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Troy, OH 45373
Email. ccochran@troyohiochamber.com
Web. www.troyohiochamber.com

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President
405 SW Public Square
Troy, OH 45373
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Web www.troyohiochamber.com

Covington

COVINGTON AREA CHAMBER OF COMMERCE

P.O. Box 183
Covington, OH 45318
Ph. 937-473-3420

West Milton

WEST MILTON CHAMBER OF COMMERCE

P.O. Box 3
West Milton, OH 45383
Ph. 937-698-3055

THE SMALLBUSINESS DEVELOPMENT CENTERS (SBDC)

The Small Business Development Center is another resource that can be of assistance to business.

These centers will provide one-on-one business counseling, workshops, and other business resources. These centers are closely associated with the U.S. Small Business Administration and the Ohio Department of Development.

The following is a directory of Region 4 Small Business Resources (Champaign, Clark, Clinton, Darke, Greene, Miami, Montgomery, Preble, Shelby Counties).

REGION 4 , Southwest Central Ohio

Region 4 Lead Center

The Ohio SBDC at EMTEC

3155 Research Boulevard, Suite 106

Kettering, Ohio 45420

Phone: (937) 253-1331

bmcannon@emtec.org

The Ohio SBDC at the University of Dayton

MS-0102, 300 College Park

Dayton, Ohio 45469

Phone: (937) 229-3515

Tony.vogt@udri.udayton.edu

The Ohio SBDC at Wright State University

College of Business

120 Rike Hall

Dayton, Ohio 45435

Phone: (937) 775-3487 or (937) 775-3503

michael.bodey@wright.edu

Website: www.wright.edu/business/docp/sbdc

The Ohio SBDC at SBDC, Inc.

300 E. Auburn Avenue

Springfield, Ohio 45505

Phone: (937) 322-7821

sanzur@smbusdev.org

The Ohio Manufacturing, Defense & Technology SBDC

at Dayton Manufacturing Small Business Development Center at EMTEC

3155 Research Boulevard, Suite 106

Kettering, Ohio 45420

Phone: (937) 259-1307

cbaumhauer@emtec.org

The Ohio ITAC at EMTEC

3155 Research Boulevard, Suite 106

Dayton, Ohio 45420

Phone: (937) 253-0033

kmarshalek@emtec.org

Dayton PTAC Supersite

Edison Materials Technology Center
3155 Research Boulevard, Suite 106
Kettering, Ohio 45420
Phone: (937) 259-1321
mfarnsley@emtec.org

The Small Business Development Center Program is a partnership between the Ohio Department of Development, Small Business Administration, local economic development organizations, and Ohio institutions of higher education.

Other Small Business Related Resources:**Upper Valley JVS Applied Technology**

Evelyn Sheaffer, Director
5 East SR 36
Piqua, OH 45356
Phone 937-778-1078
sheafere@uvjvs.org

U.S. Small Business Administration

Phone: 614-469-6860 ext 276
E-Mail douglas.sweazy@sba.gov
www.sba.gov

US Department of Commerce

Dayton Export Assistance Center
Phone: 937-226-8222
E-Mail deborah.dirr@mail.doc.gov
www.usatrade.gov

County Corp

(Small Business Financing)
Phone: 937-225-6328
www.countycorp.com

Edison Community College

Business & Industry Center
Phone: 937-778-8600 ext. 458
www.edisonohio.edu/business/

The Entrepreneurs Center

Phone: 937-281-0098
www.techincubator.org

Miami Valley International Trade Association

Phone: 937-226-8482
www.mvita.org

Minority Contractors & Business Assistance Program Center (MCBAP)

Phone: 937-223-2164
E-Mail mcbaphrc@dayton.net

Service Corps of Retired Executives (SCORE)

Phone: (937) 225-2887

www.score.org

Dayton MCBAP

City of Dayton MCBAP

201 Riverside Drive, Suite 1E

Dayton, Ohio 45405

Phone: (937) 223-2164

mcbaphrc@dayton.net

Wright State University

Region Four - International Trade Assistance Center.

Phone: 937-226-8287

www.wright.edu/business

OHIO 1st STOP BUSINESS CONNECTION

The 1st Stop Business Connection, a program sponsored by the Ohio Department of Development's Small Business Development Centers and the U.S. Small Business Administration, provides FREE state-level information needed to get started or continue on your entrepreneurial journey. The web site guides you through six simple steps to create a business information kit. Then, you can immediately download your kit. Your FREE business information kit will contain the basics all business must know and the state-level regulations and forms specifically for your business.

If you would like to have a business information kit sent to you through U.S. mail, please call 1-800-248-4040 or 614-466-4232. After reviewing your kit, you can contact your local Small Business Development Center (SBDC) for free, one-on-one business consulting assistance.

Visit the Ohio 1st Stop Web Site at <http://www.odod.state.oh.us/onestop/index.cfm>

CHECKLIST FOR GOING INTO BUSINESS

Are you the kind of person who can get a business started and make it go? (Before you answer this question, answer the questions below.) Think about why you want to own your own business. Do you want it badly enough to keep you working long hours without knowing how much money you'll end up with?

Have you worked for someone else as a foreman or manager? Have you had any business training in school? Have you saved any money?

Check the answer that says what you feel or comes closest to it. Be honest.

Are you a self-starter?

_____ I do things on my own. Nobody has to tell me to get going.

- _____ If someone gets me started, I keep going all right.
- _____ Easy does it. I don't put myself out until I have to.

How do you feel about other people?

- _____ I like people. I can get along With just about anybody.
- _____ I have plenty of friends- I don't need anyone else.
- _____ Most people irritate me.

Can you take responsibility?

- _____ I like to take charge of things and see them through.
- _____ I'll takeover if I have to, but I'd rather let someone else be responsible.
- _____ There's always some eager beaver around wanting to show how smart he is. I say let him.

How good an organizer are you?

- _____ I like to have a plan before I start. I'm usually the one to get things lined up when the group wants to do something.
- _____ I do all right unless things get too confused. Then I quit.
- _____ You get all set and then something comes along and presents too many problems. So just take things as they come.

Can you lead others?

- _____ I can get most people to go along when I start something.
- _____ I can give the orders if someone tells me what we should do.
- _____ I let someone else get things moving. Then I go along if I feel like it.

How good of a worker are you?

- _____ I can keep going as long as I need to. I don't mind working hard for something I want.
- _____ I'll work hard for a while, but when I've had enough, that's it.
- _____ I can't see that hard work will get you anywhere.

Can you make decisions?

- _____ I can make up my mind in a hurry if I have to. It usually turn out O.K.
- _____ I can if I have plenty of time.
- _____ If I have to make up my mind fast, I think later I should have decided the other way.

Can people trust what you say?

- _____ You bet they can. I don't say things I don't mean.

_____ I try to be on the level most of the time, but sometimes I just say what's easiest.

_____ Why bother if the other fellow doesn't know the difference?

How good is your health?

_____ I never run down!

_____ I have enough energy for most things I want to do.

_____ I run out of energy sooner than most of my friends seem to.

Now count the checks you made:

How many checks are there beside the first answer to each question?

How many checks are there beside the second answer to each question? How many checks are there beside the third answer to each question?

If most of your checks are beside the first answer, you probably have what it takes to run a business. If not, you are likely to have more trouble than you can handle by yourself. Better find a partner who is strong on the points you are weak on.

FEASIBILITY & DETERMINING THE EXTENT OF MARKET

Many of the area Small Business Development Centers offer counseling, seminars, and workshops that will help you determine what questions need to be answered and give you guidance on how and where to find answers to your questions. [Click here to see a list of SBDC's in this area.](#)

Several area Universities and Community Colleges offer business development courses for credit. These courses could provide you with valuable information and skills that will aid you in the business start-up process. The following links will connect you with nearby colleges:

- Edison Community College www.edisonohio.edu/business/
- Wright State University. www.wright.edu/business
- University of Dayton www.udayton.edu

Since none of us have a "crystal ball", it is important to spend some extensive time analyzing the feasibility of your business idea. You've probably heard you could reduce your chances of failure by "getting a feasibility study done." These services can be purchased but involve many hours of expensive consulting time to complete. You might contact your local Chamber of Commerce for a local consultant referral.

Remember, in the end, the "go or no-go" decision will still be yours. While all this research is time consuming, as much as possible should be done by the person who wants to start a business. If you are not willing to put in the time and effort needed for this type of investigation, your chances of success may be slim.

The Ohio State University publishes numerous [OSU Extension Factsheets](#) that are available online. The **Small Business Series** covers a variety of topics related to small business start-up and management. Follow the link below and click on the **Small Business Series** link. There are several publications related to **Marketing and Marketing Research**.

<http://ohioline.osu.edu/lines/comun.html#shbusi>

Additional demographic information is available at www.census.gov

STRUCTURING THE BUSINESS

The following is general information on types of businesses. Before making this very important decision you should consult with your attorney or accountant.

Sole Proprietorship

A sole proprietorship is one where the owner is the business and personal business tax returns are filed together. The main advantage of a sole proprietorship is that the proprietor does not need to get agreement from others on how to run the business, provided he/she trades in accordance with the law. The proprietor can make his/her own decision and change policies as often and when he/she wishes.

<u>Advantages</u>	<u>Disadvantages</u>
Low start-up costs	Unlimited liability
Greatest freedom from regulation	Lack of continuity
Owner in direct control	Difficult to raise capital
Minimal working capital requirements	Tax advantages to small owner
All profits to owner	

Partnership

A partnership is a relationship which exists between persons carrying on a business in common with a view of profit. As more than one person is involved, it is advisable to formulate a set of business rules, such as the following (1) dividing profit and loss; (2) the amount of capital each partner must contribute to the business; (3) partners salaries; (4) preparation of annual accounts and audits; (5) arrangements for withdrawing of the partners; (6) arrangements for retirement or death of the partner; (7) payment of interest on capital and loans and interest of these drawings; (8) arbitration agreement if the partners fail to agree on a business clause.

<u>Advantages</u>	<u>Disadvantages</u>
Ease of formation	Unlimited liability
Low start-up costs	Lack of continuity
Additional sources of venture capital	Divided authority

Broader management base	Hard to find suitable partner
Possible tax advantages	
Limited outside regulation	

Corporation

A corporation is the most formal business structure, operating under state law with a restricted charter. Its owners are determined by the sale of shares of stock and ownership is restricted to those owning stock. One or more adults can incorporate a business. Stockholders need not be residents. Their maximum liability is the unpaid balance of their subscription and full consideration for which shares were issued as well as unpaid employee wages. The number of directors is fixed, and to change this number the charter of the corporation must be amended. Directors do not need to be residents. The corporation name should include Corporation, Inc. or Ltd. in its name. Names must be registered and cannot be the same as any other national or foreign company. A corporation has no limit to its indebtedness and maybe of perpetual duration. There is no limit to the stock issues nor to its class. Stock must be purchased with money, labor, or property for its par value or set by the stockholders. A central office must be registered within the state, and the office must have a registered agent. A record of shareholders and their holdings and the business records must be left at this office. The articles of incorporation must be filed with the secretary of state and the register of deeds in the county where the registered office is located. Contact Secretary of State and the register of deeds in the county where the registered office is located. Contact Secretary of State, 30 E. Broad St., 14th Floor, Columbus, OH 43266-0418 or call (614) 466-3910. You also can visit the Secretary of State Online at <http://www.sos.state.oh.us/sos/>

There are other types of corporations, such as subchapter C and subchapter S corporations. For more information on advantages and disadvantages, consult you attorney and accountant.

<u>Advantages</u>	<u>Disadvantages</u>
Limited liability	Closely regulated
Specialized management	Most expensive form to organize
Ownership is transferable	Extensive record keeping necessary
Possible tax advantages	Easier to raise capital

Note: It is a good idea for a small business corporation to have liability insurance.

S Corporation

For tax purposes, a corporation can elect "subchapter S" status. In general, this means that while the business is legally a corporation and shares many of the characteristics of a corporation, it is taxed similarly to a partnership.

<u>Advantages</u>	<u>Disadvantages</u>
Limited liability	Restrictions on ownership
Possible tax advantage	Limited number of owners

Ownership interest, freely transferable	Deductibility of losses restricted
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Limited Liability Company

This type of business entity is organized and taxed as a partnership, but shields the owners from unlimited liability, as with the corporate form. The organizational documents must be written to comply with highly specific rules and regulations in order to achieve the benefits of partnership taxation and limited liability.

THE BUSINESS PLAN

Regardless of the method of entering a new business - starting, buying, or franchising, a business plan is the foundation for launching your business.

The ability to obtain financing is enhanced if a business plan is submitted prior to or at the time of the first meeting with the financing organization. A business plan is a detailed description of the business, including the product, a market analysis, the management team, and financial projections. A well prepared business plan serves two functions. First, it helps secure financing by demonstrating technical competence, market knowledge, and organizational ability. Secondly, it is a valuable management tool to help establish goals, identify risks, recognize financial and physical needs, and provide benchmarks to evaluate performance.

It is important for a plan to recognize a company's weaknesses in addition to its strengths. This increases the plan's credibility and prevents surprises in the financing firm's investigation of the opportunity. Furthermore, it enables the financing firm to identify ways in which it can provide an extra value added in the form of non-financial assistance.

Elements of the following proposed business structure may need to be altered due to the nature of your specific business. However, all the major topics should be addressed in an appropriate fashion.

Summary

In two or three pages, summarize the most important information contained in the proposal to generate enough interest to read the entire plan. This summary should contain very brief statements about:

- The basic proposition: amount, purpose, and form.
- Any unique features of the product or service and the benefits they provide.
- The attractiveness of the market.
- The company's performance and accomplishments.
- Key management members and why they are qualified.
- Summary of financial projections.

The business plan should include in-depth information on the following:

Company

This provides a background on the organization's history and principals.

include:

- Date and state of incorporation
- Founders and their roles in the development
- Business purpose and highlights to date, including major developments such as the introduction of new products.

Industry

This section should identify the current status and major trends in the industry.

- Summarize the current state of the industry.
- Describe the seasonal nature and economic stability of the industry.
- Identify economic, social, demographic, and technological trends which will impact the industry

Product or Service

This section should provide a complete, concise description of your product or service, including proprietary features and future development plans.

- Describe the product or service function, application, appearance, and quality. Include brochures, pictures, engineering studies, etc.
- Explain the proprietary features. Describe protection of patents, copyrights, trade secrets or development time.
- Discuss remaining research and development (R&D) that must be completed before your product is placed on the market including required time and costs. Describe plans for additional products including development costs, technical barriers and compatibility with current products.

Market

This section should describe the targeted customer and potential market size.

- Define the target market by describing the potential customers, their locations, their buying behavior, their current level of interest in the product, and factors which could cause changes in their attitudes. Why does this market need your product/service? Is your product/service a fad or in continuing need - being phased out /created by new technology?
- Describe the market's current and potential size. Provide available statistical information, and/or independent sources such as customers, suppliers, or industry experts who can verify the size. Projections of the market's potential size should include all assumptions on industry trends, technical developments, and changing customer needs.

Competition

This section should identify all existing direct and indirect competition as well as potential sources of future competition.

- List major competitors (names and addresses) and discuss their product/service/features, price, location/distribution, reputation/image, market share, size, age, product/service quality, and marketing strategy.
- Discuss how your product/service meets market needs and how you compare with the competition in terms of product/service features, location, distribution, price, other.
- Compare your estimate of the market's demand and the competition's supply.
- The relationship of supply and demand will affect your marketing and sales strategy, i.e., high demand with low supply usually means less competition and less advertising. Conversely, low demand and high supply indicates a very competitive situation and a need for extensive marketing.

Marketing

This section should describe your marketing strategy and show how it will enable you to achieve your objectives in sales and market share.

- **Sales Strategy:** present your marketing strategy. Tell how you will get the edge on your competition and get customers. This is your action plan to get business. Your product/service will sell because one or more of the following is attractive: features, pricing, distribution system (limited, widespread, etc.), and promotion.
- **Promotion strategy:** Describe how you plan to promote your product/service. State how you will promote: through advertising, direct mail, personal contacts, sponsoring events, or other (word-of-mouth, trade associations).
- If you plan to advertise, state what media you will use: radio, television, newspaper, magazines, telephone book yellow pages, and/or other (outdoor advertising, etc.). State why you consider the media you have chosen to be the most effective. State the content of your promotion or advertising: what your product/service is, why it is attractive, business location, business hours, business phone number, and other. When you are designing your advertising, remember you are selling to satisfy someone's need. Refer back to your market analysis on need.
- Explain how you plan to sell and distribute the product/service. If distributors or sales representatives are used, describe how they will be recruited and compensated. DISCUSS the geographic areas they will cover and the exclusivity they will retain. Explain the marketing responsibilities they have other than sales and their locations, and their salary and commission structure. Explain who will be contacted in the customer's organization (title or rank) and their authority or influence over the purchase decision. Describe the customer's decision making process, the time involved in reaching decision, and the resulting required initial and ongoing sales effort.
- Discuss your service and warrant policies. Explain the importance of these policies to your customers. If distributors share in this responsibility, discuss their incentive to perform.

Operations

- This section should discuss how your product will be produced including location, plant equipment, methods of manufacturing, raw materials, and labor.
- Describe the location of the business and its advantages and disadvantages in terms of labor availability and required training (including cost), wage rates, labor union, distance from customers, access to transportation, utility costs, state laws and assistance, local laws, and zoning.
- Describe your facilities or facility requirements. Discuss existing and required equipment including capacity, condition, and whether it will be purchased or leased.
- Describe the timing and extent of future expansion needs.
- Explain your method of manufacturing
- Describe your quality control, production control, and inventory control procedures.
- Describe your raw materials or components. Include your source and alternative sources, cost and related contracts.
- Provide a breakdown of fixed manufacturing costs.
- Provide a breakdown of variable unit costs by product/service. .Describe in detail any subcontract relationships.

Management

This section should identify the experience and skills of key management members along with their responsibilities.

- Include the following: resumes, personal financial statements, tax returns for the last three years, and personal family budget.
- Show an organizational chart which indicates lines of authority, names of people currently filling positions, and positions to be filled.
- Describe the duties and responsibilities of each key member of the management team.
- Include a resume to show their experience and education. Show their current compensation, current share of ownership, stock options, pension plan and other benefits.
- Identify weaknesses of the management team. Discuss the availability of individuals with the necessary skills to overcome these weaknesses.
- Identify members of the board of directors. Discuss the skills and input they provide to the company. Disclose any investment that they have in the company.
- Identify the professional service organizations you have selected for accounting, legal, advertising, public relations, banking, and other services.

Financial Information

This section should describe the amount and purpose of the proposed financing, the past financial performance, the current and proposed structure of ownership, and the future expectation for financial performance.

- Explain how much money is needed, when, and in what form.
- Describe specifically how the money will be used. Describe future financing needs, desired sources of additional financing, expected timing, and expected milestones to be accomplished before additional financing is secured.
- If the company has a track record, provide income statements, balance sheets, and statement of changes in financial position. Give a detailed breakdown of sales by product and of costs. Explain any unusual fluctuations in sales, profits, large increases in receivables or inventories that are not accompanied by increase in sales. Explain any changes in accounting methods.
- Present the company's most current balance sheet and specify the nature and terms of each type of financing. State the names and addresses of parties which provide debt financing and summarize any related agreements. Give a chronology of the company's long term financing.
- Present a five-year forecast of the company's financial statements incorporating the proposed financing. The forecast should be monthly for the first year, quarterly for the second, and annually thereafter. Statements should include income statements and balance sheets. Also, include schedules which detail breakdowns of sales in terms of units, price, and dollar volumes. Clearly state all assumptions on which the forecast is based, making sure that it is consistent with all forecasts and their justification; direct costs of materials, labor and each overhead item; operating costs such as marketing, distributions, sales, storage, promotion and advertising costs; general and administrative expenses such as management and officer salaries, legal and accounting expenses; research and development expenses; all taxes including state, federal, local, and available credits; days required to collect receivables and payable; inventory turnover; and any other.
- Provide a detailed breakdown of the equity ownership including any outstanding options or warrants, stock authorized, and historical pricing.

Overall Schedule

Provide a schedule that shows the timing and inter-relationships of major events necessary to launch the venture and realize its objectives. Furthermore, identify any point at which a go or no- go decision must be made.

Critical risks and problems

Identify and discuss in forthright manner, the major problem and risks that will have to be dealt with to develop the company. Indicate which business plan assumptions or potential problems are most critical for the success of the venture. Describe plans for minimizing the impact of unfavorable developments in each risk area.

A well prepared business plan cannot provide a guarantee that you will secure financing. However, it will demonstrate your organizational ability and your knowledge of your market. Furthermore, it can be a valuable tool to guide management and to appraise performance. As a result, it will greatly enhance your prospects of obtaining financing and achieving success.

If you would like additional assistance in developing your business plan, call the nearest [Small Business Development Center](#) or refer to the OSU Extension Factsheet "Organizing A Business Plan" This link will take you to the [OSU Extension Factsheets](#) that are available online. Click on the

Small Business Series link and search for the publications related to ***Organizing a Business Plan***.

In addition, business planning, mini business plan, starting cost calculator, a finance wizard and more are available at www.bplans.com

SELECTING A LOCATION

Miami County has many excellent locations available for you to start your business. Your local realtor or broker is often a good first contact in the site or building selection process. The Miami County Economic Development Department has a database of major industrial sites and buildings. Visit www.miamicountyoh.org and click on *Sites and/or Buildings*.

ZONING CONSIDERATIONS

Miami County Planning & Zoning Department is responsible for **zoning administration**. Municipalities, villages and townships have different requirements related to zoning that must be observed by residents, business and industry. [Miami County Planning & Zoning Department](#) administers zoning for 8 townships. Cities, villages and the remaining 4 townships administer zoning at their respective levels. The [Links](#) page provides you with additional municipal contacts in Miami County.

LICENSING & PERMITS

LOCAL PERMIT PROCESS

Miami County has many locations available for business and industrial development. The following information was created to help facilitate a prompt and efficient permitting and licensing process. When possible, specific web links will take you to specific departments or agencies where you can access more detailed information. Best of luck on your project and thank you for your interest in Miami County!

COMMERCIAL AND INDUSTRIAL BUILDINGS

Miami County One-Stop Service - Located at 510 W. Water St. in Troy, the Miami County One Stop Service was designed to provide complete permit service for all your building-related needs. Co-located in this facility are the Miami County Building Regulations, Health District and Planning & Zoning Department. The following is a list of departments, services and permits available at the one-stop service center:

- The **Miami County Building Regulations** Department is certified to review and oversee all commercial, industrial and residential construction in the county. The Building Regulations Dept. oversight includes plan review and inspection services for Structural Building, Electrical, HVAC, Sprinkler, and Fire Alarms. Normal permit turn around is less than 2 weeks. For more information, [Miami County Building Regulations](#)

The Miami County Health District handles **plumbing permits** and inspections in all areas of the county except the [City of Piqua](#), which has its own plumbing inspection services. This department also is responsible for all review and permitting of on-site sewage disposal systems. For more information, visit [the Miami County Health District](#)

The following is a brief process that should aid you in complying with these regulations:

- Determine where you want to locate your business.
- Visit the perspective planning or zoning office to determine if the zoning at that site is appropriate for the intended use. (The web links above will provide you with links to the appropriate agencies.)
- Modifying or building a structure will require additional permits. Check with the local planning or zoning office for more information.
- Most municipalities also require permits for business signs, so check with the municipality prior to erecting or changing a sign.
- Finally, the county must issue a certificate of occupancy for all facilities, prior to opening for business.

For more information on licensing and permits, visit <http://www.miamicountyoh.org/licensing.html>

OHIO 1st STOP BUSINESS CONNECTION

The 1st Stop Business Connection, a program sponsored by the Ohio Department of Development's Small Business Development Centers and the U.S. Small Business Administration, provides FREE state-level information needed to get started or continue on your entrepreneurial journey. The web site guides you through six simple steps to create a business information kit. Then, you can immediately download your kit. Your FREE business information kit will contain the basics all business must know and the state-level regulations and forms specifically for your business.

If you would like to have a business information kit sent to you through U.S. mail, please call 1-800-248-4040 or 614-466-4232. After reviewing your kit, you can contact your local Small Business Development Center (SBDC) for free, one-on-one business consulting assistance.

Visit the Ohio 1st Stop Web Site at <http://www.odod.state.oh.us/onestop/index.cfm>

*If you would like additional assistance with Licensing and Permitting, refer to the OSU Extension Factsheet titled "Licensing, Permits, and Zoning" The following link will take you to the [OSU Extension Factsheets](#) that are available online. Click on the **Small Business Series** link and search for the publications related to **Licensing, Permits, and Zoning**.*

BUSINESS RECORDS

To make well-reasoned business decisions, accurate, current information is required. You must develop a system for compiling, recording and analyzing data you will need. The following are some important bookkeeping records and reports that you should be familiar with:

- Journal
- ledgers
- balance sheets
- income statements
- funds flow statement

Other important records include:

- daily summary of sales and receipts
- bank checkbook
- accounts receivable aging schedule
- equipment record
- insurance register

Record keeping should also be carefully planned. Your system should keep track of business income and expenses, what you owe other people, and what other people owe you. Keep inventory records that will maximize sales and minimize your inventory investment. Keep payroll records and take care of tax reports and payments. Know what financial statements you should prepare and how to use them. Have an accountant who can help you with your records and financial statements.

*If you would like additional assistance with Business Record Keeping, refer to the OSU Extension Factsheet titled "Business Records and Accounting" The following link will take you to the [OSU Extension Factsheets](#) that are available online. Click on the **Small Business Series** link and search for the publications related to **Business Records and Accounting**.*

SELECTING A CPA OR ACCOUNTANT

Some things to keep in mind when choosing a CPA or accountant:

- Compile information about your business or personal financial decisions so you can ask specific questions.
- Ask what professional organizations the CPA is involved with and how active he or she is.
- Select your professional advisor carefully. A long-term working relationship between you and your CPA can help you take an informed, consistent approach to business problems and help you meet your financial goals.

Not all CPA's provide or specialize in the same range of services. When looking for a CPA, you should analyze your present and future financial needs and consider questions like these:

- Will you need help with financial problems, income tax planning or returns, retirement planning or estate planning?
- Will your company need help with financial statements?

- Will your company require accounting, auditing, tax advice, or management consulting?
- What are the requirements for special reports to government agencies?
- Will you need help preparing business loan applications?

Be prepared to discuss your plans and objectives when you meet with the CPA or accountant. Explain what you expect from the CPA or accountant. Keeping good records will save you fees by not using professional time for routine work such as gathering results. Keep your CPA or accountant informed. Fees depend on the type of services you require, prevailing costs and the complexity of your work. CPA's and clients often sign an engagement letter in advance of the work performed to avoid misunderstandings. The engagement letter describes the services to be rendered, fee ranges, and other terms and conditions of the engagement. Find out how much you will pay to have work performed by a staff accountant who is under the supervision of a CPA or accountant or by higher level employees such as a supervisor, manager, or partner.

SELECTING YOUR ATTORNEY

The first step in choosing an attorney may be to discuss this with others in your community whom you respect in your community to get suggestions. Call your local chamber of commerce for a list of member attorneys or refer to the local yellow pages. After you make an appointment, discuss the initial charge with the attorney. To summarize, whatever is of importance to you in hiring a particular lawyer should be reduced to a written understanding. This should tend to reduce the number of misunderstandings between clients and attorneys. In short, don't assume things. Ask questions that are important to you.

INSURANCE

There are several major types of insurance coverage that need to be considered; they are fire, replacement cost, product liability, automobile liability, automobile collision, automobile physical damage, fidelity damage contracts, multi-peril contracts, special multi-peril policy, transportation, business interruptions, power plant, glass; special purposes coverage, credit, profits and commissions, rent, sprinkler leakage, installment sales floaters, data processing, life and health insurance and employees' benefit plans, group or individual life, disability, dental expense, key person, business owners', business continuation, cross-purchase and entity plans, purchase and sale agreement, unemployment compensation, workers compensation & retirement plans. Call the Chamber of Commerce for the names of chamber member insurance companies that can help you.

*If you would like additional assistance with Insurance and Related Issues, refer to the OSU Extension Factsheet titled "Insurance". The following link will take you to the [OSU Extension Factsheets](#) that are available online. Click on the **Small Business Series** link and search for the publications related to **Insurance**.*

FINANCIAL ASSISTANCE

SOURCES

There can be a number of sources for financing a business. The sources can range from family, friends, venture capitalists, banks, finance companies, credit unions, savings and loan associations, mortgage brokers, private investors and life insurance companies.

SPECIAL FINANCING ASSISTANCE

A number of programs exist to assist small businesses with their financing needs. These programs are generally for fixed asset purchases and include the Small Business Administration 504 program and the State 166 program.

The SBA 504 program provides loans for 10 or 20 year terms for building or capital equipment acquisitions. Under this program, the small business provides 10% equity, the private lender generally provides 50% financing and holds a first lien on the assets financed, and SBA provides 40% financing and holds a second lien position on the project collateral.

The State 166 program also assists small businesses with building or capital equipment financing needs. The business provides 10% equity in the project and 90% of the project is financed by a private sector lender and a community development corporation, in conjunction with the Ohio Department of Development who share a lien on the assets financed. Assets can be financed for their useful life or to a maximum term of 15 years. COUNTYCORP is a Certified Development Company for the SBA with the ability to package and close loans on SBA's behalf.

Below is a list of CDC's that are active in Miami County and the Dayton Region:

www.ccdcorp.org

www.citywidedev.com

www.countycorp.com

www.osdc.org

Ohio Department of Development, ODOD

The ODOD offers a wide range of project financing tools and programs. The department's programs cover a broad spectrum from traditional to high technology business. For more information visit, <http://www.odod.state.oh.us/EconomicDevelopment.htm>

SBA

The Small Business Administration also offers a variety of small business loan guarantees and programs. For further information on these programs visit www.sba.gov

Ohio. Mini Loan Guarantee Program

This program provides loan guarantees for fixed assets for small business (start-up or existing business expansions) of \$100,000 or less. Small businesses must have 25 or fewer employees. Loan guarantees are targeted to business owned by minorities and women. Phone the Division of Minority Business Affairs at -1-800-848-1300 or www.odod.state.oh.us

Additional Resources:

- Over 100 venture capital sites: www.financehub.com
- Venture Capital Resource Liability: www.capital.com

Additional venture capital resources: [Venture Capital & Development Resources](#)

HIRING & JOB TRAINING

MIAMI COUNTY JOB CENTER

The Miami County Job Center is a public-private partnership operating to meet the needs of employers and workers in Miami County. The Job Center can assist your company in job vacancy postings, employee recruitment, prescreening, skill assessment and skills matching. Additional services include customized training services, labor market information and special programs catered to the individual workforce needs of your business.

Through use of SCOTI LE, a computerized job matching system, the Job Center can screen and refer qualified job candidates in a timely manner.

For the individual job seeker, the Job Center has a state-of-the-art facility to assist you in the job and career search. Assistance with career counseling, job placement, resume writing, and skills training are also available. The Job Center also offers a variety of free workshops for the individual job seeker and employer.

For more information, contact Brigitte Michaels, Workforce Development Coordinator, at michab02@odjfs.state.oh.us or phone 937-440-3465.

Visit the [Job Center online](#)

The Ohio Department of Jobs and Family Services can also assist employers and employees with information and services related to employment. Visit their site at <http://jfs.ohio.gov/>

WELFARE-TO-WORK JOBS TAX CREDIT

This program offers employers a tax credit against their federal tax liability for hiring individuals from nine target groups. The WtW tax credit is can equal 8,500 per new hire. For more information contact the Ohio Department of Jobs and Family Services at (614) 644-7096 or visit <http://jfs.ohio.gov/>

JOB TRAINING PROGRAMS

Several area educational centers provide a wide variety of training services for Miami County and the Greater Dayton Region. These services range from pre-employment training to customized on-site training. For more information, follow the web links to the providers listed below:

[Upper Valley JVS Applied Technology Center](#)

[Edison State Community College](#)

[Miami Valley Career Technology Center](#)

Specialized Training

While Career and Technical Schools provide excellent programs for students and companies in the area, the region also boasts a long list of schools and institutions that provide highly specialized training. These include:

- Hobart Institute of Welding
- International College of Broadcasting
- ITT Technical Institute
- Kettering College of Medical Arts
- Miami-Jacobs College
- Ohio Institute of Photography & Technology
- RETS Tech Center
- Southwestern College of Business
- United Theological Seminary

TAX & REGULATORY INFORMATION

Depending on the type of business, the state requires various permits and tax identification forms. The following is a list of some common business permits and regulatory issues.

VENDOR'S PERMIT

This is required if you sell tangible personal property or taxable services at retail. Every Ohio retailer (vendor) must obtain a vendor's license. Some vendor's licenses are issued by the county auditor, others are issued by the Department of Taxation. Contact the Miami County Auditor, Miami County Safety Building, 201 W. Main St. Troy, OH 45474. Phone (937) 332-6964 or [County Auditor](#)

SALES TAX EXEMPTION CERTIFICATE

Sales tax must be charged on all taxable sales unless the purchaser provides a properly completed exemption certificate stating the reason for claiming exemption. The vendor must retain an exemption certificate as proof of nontaxable sales. Contact the County Auditor for more information. The exemption must be properly filled out and signed.

OHIO SALES AND USE TAX GUIDE

The Ohio Sales and Use Tax Guide published by the Ohio Department of Taxation answers typical questions regarding Ohio sales and use taxes. This booklet is available from the County Auditor's Office or the Ohio Department of Taxation, Dayton District Office, 15 East Fourth St., 5th Floor, Dayton, OH 45402, Phone (937) 285-6200 or visit [Ohio Dept. of Tax](#)

STATE TAX INFORMATION

All employees maintaining an office or transacting business in Ohio must withhold Ohio income taxes from their employees' wages each pay period. This applies to wages paid for work performed in Ohio. An employer must register by completing Form IT-1, Application for Registration as Ohio Withholding Agent, and returning it to the Ohio Department of Taxation. The State will send you a booklet to use in computing the amount of withholding with the IT-1. After processing the IT -1, the State will send you a coupon booklet to report and pay the tax withheld from your employees' pay.

For more information you may contact the Ohio Department of Taxation, Income Tax Division, 1030 Freeway Drive North, P.O. Box 2476, Columbus, Ohio 43229 or call 1-800-282-1780 within Ohio. On the web, visit [Ohio Dept. of Tax](#)

*If you would like additional assistance with Taxation Issues, refer to the OSU Extension Factsheet titled "Taxes , State and Local". The following link will take you to the [OSU Extension Factsheets](#) that are available online. Click on the **Small Business Series** link and search for the publications related to **Taxes, State and Local**.*

FEDERAL TAX INFORMATION

A business with employees must apply for an Employer Identification Number (EIN) using Form SS-4. Certain other businesses must also obtain an EIN. The instructions and form for obtaining this number is printed in the booklet "Starting Your Business in Ohio". For more information contact the Internal Revenue Service, Cincinnati, Ohio 45999 or call 1-800-829-1040. You can also visit their website [IRS](#)

*If you would like additional assistance with Taxation Issues, refer to the OSU Extension Factsheet titled "Taxes – State and Local". The following link will take you to the [OSU Extension Factsheets](#) that are available online. Click on the **Small Business Series** link and search for the publications related to **Taxes – State and Local**.*

SOCIAL SECURITY

Phone the Social Security Administration at (937) 773-8098 or 1-800-772-1213. Visit the Social Security online at <http://www.ssa.gov/>

OHIO UNEMPLOYMENT COMPENSATION

Employers of one or more workers (other than agricultural or domestic employers--to which special rules apply) must pay a payroll tax by law (these payments are called contributions) on wages paid to employees. These payments support Ohio's system of unemployment compensation benefits. Employers falling into any of the following categories must make unemployment fund contributions:

- a.) Employ at least one worker in twenty (20) different weeks during the current or preceding year, (liability can date back to 4 years),
- b.) Pay \$1,500 or more in wages during any calendar quarter of the current or preceding year,
- c.) Are subject to the Federal Unemployment Law in either the current or preceding year,

Refer to the Ohio 1st Stop Web Site at <http://www.odod.state.oh.us/onestop/index.cfm> or [Ohio Department of Jobs and Family Services](#), phone 614-466-6282.

OHIO WORKERS COMPENSATION

The state insurance fund is a no-fault program designed to protect the employees and employers in the state of Ohio when a work-related injury, death or occupational disease occurs. All employers must pay premiums unless qualified as self-insurers. In general, employers who have one or more employees must provide worker's compensation coverage. Refer to "Starting Your Business in Ohio" or contact Ohio Bureau of Workers' Compensation, 1-800-644-6292 or visit <http://www.ohiobwc.com/>

WORKERS' COMP. GROUP RATING PROGRAMS

Most Chambers of Commerce offers to their member's participation in a workers compensation group rating pool. These pools can save many chamber members 30 to 70% on the premiums.

For more information, contact your local [Chamber of Commerce](#).

OCCUPATIONAL SAFETY & HEALTH ACT

Businesses with employees should be aware of the U.S. Department of Labor regulations governed specifically by the Occupational Safety and Health Administration (OSHA), The Federal Occupational Safety and Health Act requires that every worker be provided a working environment free from health and safety hazards.

OSHA hopes that each business owner will recognize the value of positive, cooperative action - among employees, employers, and government - to provide safe and healthful workplaces. That is why they have prepared the booklet, "*OSHA HANDBOOK FOR SMALL BUSINESSES*," to help small business employers establish their own safety and health programs.

In order to assist Ohio employers in complying with the standards of OSHA the Ohio Department of Industrial Relations offers a free on-site consultation service available at the address listed below. You may request a visit from a consultant who will give you practical advice about your job site's safety and health protection. These consultants do not issue citations, propose penalties, or routinely provide information about you or your workplace conditions to the federal inspection staff.

For more information contact the Ohio Department of Commerce, On-Site Consultation Services, P.O. 50 West Broad St, 29th Floor, Columbus, Ohio 43215 or call 1-800-282-1425 (in state) or 1-614-644-2631.

You can also visit OSHA on the web at <http://www.osha.gov/>

WAGE & HOUR REGULATIONS

To ensure compliance with Ohio's regulations on wages, hours and minors, contact the Ohio Department of Industrial Relations, Division of Prevailing Wage, Minimum Wage and Minors, P.O. Box 825, 2323 W. Fifth Ave., Columbus, Ohio 43216 or call 1-614-644-2239. They can answer your questions and supply the required poster.

Businesses with employees should be aware of the U.S. Department of Labor regulations pertaining to minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers. The Wage and Hour Division administers and enforces The Fair Labor Standards Act (FLSA) with respect to private employment. The federal government publishes information and reference guides related to compliance with the "Fair Labor Standards Act". You may obtain a copy from any local Wage-Hour Office, which are listed in most telephone directories under U.S. Government, Department of Labor, Wage & Hour Division. The Dayton Area office can be reached at 937-225-2889. The Labor Department has a wealth of information available on the web, visit <http://www.dol.gov/compliance/>

CIVIL RIGHTS INFORMATION

The state's anti-discrimination laws are enforced by the Ohio Civil Rights Commission. The law applies to all employers that employ four or more people in Ohio. Among the various requirements, the employer must post the Fair Employment Practices poster conspicuously at each workplace. Contact the Ohio Civil Rights Commission, Dayton Regional Office, at 937-285-6500. You can also contact the Columbus office at 1-888-278-7101 or <http://crc.ohio.gov/>

BUYING A BUSINESS

The decision to purchase an existing business is one that requires careful consideration and investigation. It is suggested that a prospective buyer purchase or borrow several reference books or other materials that discuss this decision making process. Here is a "sample" list of factors that should be considered, taken from the book Small Business - An Entrepreneur's Plan.

- _____ How long do you plan to own this business?
- _____ How old is this business? Can you sketch its history?
- _____ Is this business in the embryonic stage, the growth stage, the mature stage, or the declining?
- _____ Has your accountant reviewed the books and made a sales projection for you?
- _____ How long will it take for this business to show a complete recovery on your investment?
- _____ What reasons does the owner give for selling?
- _____ Will the owner let you see bank deposit records? (If not, why not?)
- _____ Have you calculated utility costs for the first 3-5 years?
- _____ What does a review of tax records tell you?
- _____ How complete is the insurance coverage?
- _____ How old are receivables? (Remember, age decreases their value.)
- _____ What is the seller paying himself? Is it low, or high?
- _____ Have you interviewed your prospective landlord?
- _____ What happens when a new tenant takes over the lease?
- _____ Have you made spot checks on the accuracy of the customer list?
- _____ Who are your top 20 customers? Your top 50?

- _____ Is the seller locked into 1-3 major customers who control the business?
- _____ Are you buying inventory? What is the seller asking?
- _____ Have you checked the value of the inventory with vendors?
- _____ Have you checked the value of the equipment against the price of used from another source of equipment?
- _____ Who does your seller owe money to?
- _____ Has your attorney or escrow company gone through bulk sales escrow?
- _____ Have you made certain that:
 - _____ you're getting all brand names, logos, trademarks, and so on, you need?
 - _____ the seller has signed a noncompetition covenant?
 - _____ the key lines of supply will stay intact when you take over?
 - _____ the key employees will stay?
 - _____ the seller isn't leaving because of stiff competition?
 - _____ you aren't paying for goodwill but taking delivery on ill will?
 - _____ you're getting the best terms possible?
 - _____ you're buying an income stream?

FRANCHISING

Buying a franchise can be an alternative to starting your own business. Usually the franchiser has already solved some of the problems and concerns of starting the business which may be an advantage to you. Franchising, in business language, is a method of marketing through which successful business owners (potential franchisers) expand the retail distribution of their goods or services by contracting with independent, third parties. These third parties (potential franchisees) agree to operate the retail sale or service outlets featuring the franchiser's original trademarked goods or services and implementing marketing methods at their capital costs. In exchange for this opportunity to share in the net proceeds from the sale of trademarked goods or services, the franchisees pay an initial fee and ongoing royalties to the franchiser. Franchising is not a method of generating income solely through the sale of franchises. The franchise itself is not what makes a franchiser wealthy; it is the particular product or service. Any potential franchiser or franchisee should bear this fact in mind.

An excellent source of information on franchising is the [Franchise Bible](#) by Erwin J. Keup. This manual gives detailed information on how to buy a franchise and how to franchise your own business. .

INVENTIONS, NEW TECHNOLOGY, PATENTS & TRADEMARKS

EDISON TECHNOLOGY CENTERS

The [Edison Technology Centers](#) link industry with academia and government in partnerships to strengthen industrial competitiveness through technological innovation. Each of the Centers offers capabilities in specific technologies including: advanced manufacturing, polymers, materials and processes, welding and materials joining, biotechnology, and environmental.

Companies involved in the Edison Technology Center programs benefit from:

- relationships with world class universities and federal research facilities, providing state of the art basic and applied research technologies;
- a range of technical services including testing, technology analysis and assessment, training, hotlines, business and economic studies, information database retrieval, pilot plant and microfactory assistance and computer modeling;
- networking and services which cover informational needs through frequent seminars, forums and conferences.

There are currently seven Edison Centers. Select a Center for more information:

[CAMP, Inc.](#)-Cleveland

CAMP, Inc. provides manufacturing, engineering, technical management, and other services for manufacturers seeking to become more productive, more competitive and more profitable.

[Omeris \(Biosciences\)](#) -Columbus, Cincinnati, Cleveland

Omeris promotes the growth of the Ohio biomedical/biotechnology industry by providing business development services, building collaborations between industry and research institutions and funding research and development.

[EISC, Inc.](#)-Toledo

EISC moves Ohio companies toward world-class excellence through manufacturing modernization. Areas of expertise include: advanced imaging, applied coating technologies, food manufacturing technologies, CAD/CAM, rapid prototyping, quality improvement, plant/layout workcell design, environment and waste minimization.

[Edison Materials Technology Center \(EMTEC\)](#)-Kettering

EMTEC provides problem-solving and applied research in materials and processing technologies including metals, ceramics, composites and polymers.

[Edison Welding Institute \(EWI\)](#)-Columbus

EWI provides materials joining and engineering expertise to manufacturers throughout the United States.

[TechSolve, Inc.](#)-Cincinnati

TechSolve provides assistance to manufacturers and manufacturing-related businesses, specifically in the following disciplines: waste reduction, machining, operations analysis, industrial engineering, energy conservation and computer-aided process planning.

[Ohio's IT Alliance](#)- Dayton, Athens, Cincinnati, Cleveland, Columbus, Toledo

Ohio's IT Alliance provides regional economic development programs designed to support Ohio's extensive information technology (IT) industry.

OTHER TECHNOLOGY ASSISTANCE PROGRAMS

Advanced Integrated Manufacturing (AIM) Center - a unique partnership between Sinclair Community College and the University of Dayton designed to provide training and project-oriented services to manufacturers in the Dayton Region. Visit www.aimcenter.org

Miami Valley Venture Association (MVVA) - provides a support mechanism for local entrepreneurs, raises the awareness of venture capital and promotes the interaction between emerging business and regional financial resources. Visit www.mvva.org

National Composite Center (NCC) was established in 1996 to produce composite (fiber & plastic resin) structural materials for the automotive and aerospace industries to replace traditional structural steel. The NCC has pioneered a new fiberglass composite bridge deck to replace concrete and steel decks. NCC has broadened its scope to include initiatives in commercial areas as well as aerospace and defense, automotive and infrastructure. Visit www.compositecenter.org

University of Dayton Research Institute (UDRI) - is one of the leading R&D institutions in the country and provides research on aerospace mechanics, material engineering, metals and ceramics, non metallic materials and structural integrity. Visit <http://www.udri.udayton.edu/>

Small Business Development Center (SBDC) services a nine-county region in southwest Ohio through a vast network of small business service providers. These providers call upon the resources and assistance of both the public and private sectors. The SBDC and its affiliated partners focus on providing the training, counseling and technical assistance needed by start-up, pro-venture, and existing small businesses.

Visit Upper Valley JVS Applied Technology Small Business Development Center at www.uvjvs.org
Visit the Wright State University Small Business Development Center at www.docp.wright.edu/sbdc/
For information on Ohio's Small Business Development Network, visit www.odod.state.oh.us/edd/osb/sbdc

VENTURE CAPITAL & DEVELOPMENT FUNDS

Miami Valley Venture Funds

The Miami Valley Venture Funds invest in early and growth-stage companies located within the 12-county Dayton region of southwestern Ohio. The Dayton Development Coalition is the general partner of these two venture funds with a combined capital pool of \$63.2 million. Investments are generally in the \$250,000 to \$1,500,000 range. For more information, visit www.daytondevelopment.org

NCIC Fund

NCIC Capital Fund is an early stage investment company. The fund invests in emerging,

growth-oriented, technology-based companies. Since June of 1995, NCIC Capital Fund has made 59 rounds of investments in 29 companies totaling over \$15 million. NCIC investments have been leveraged with an additional \$60 million in co-investments. Investments typically have ranged from \$200,000 to \$1,000,000 with an average of \$500,000 per company. For more information, visit www.ncicfund.org

Additional Venture Capital Resources

Miami Valley Venture Association (MVVA) - provides a support mechanism for local entrepreneurs, raises the awareness of venture capital and promotes the interaction between emerging business and regional financial resources. Phone 937-228-1141.

Created in 2002, the *Dayton Investment Network*, is a group of institutional and private angel investors committed to collaboratively investing their time, talents and funds to attraction and growth of new businesses in the region. For more information, visit www.daytondevelopment.org

You can research more than 100 venture capital sites at www.financehub.com

For information on Venture Capital Resource Liability, visit www.capital.com

PATENTS

A patent is a grant issued by the U.S. Government giving an inventor the right to exclude all others from making, using, or selling the invention within the U.S. or its territories and possessions.

<http://www.uspto.gov/>

TRADEMARKS & SERVICE MARKS

A trademark or service mark is a claim of the exclusive right to use a particular logo, name, or other mark to identify the owner as the source of goods or services to which it is applied. The actual right is acquired by virtue of the usage of the mark in trade; registration merely puts the public on notice of the owner's claim to the exclusive rights.

A trademark or servicemark used in Ohio may be registered with the Secretary of State by filing the application along with the required. Applications are available online from the Secretary of State at

<http://www.sos.state.oh.us/sos/busiserv/index.html>

Additional information is available on the US Patent website, <http://www.uspto.gov/>

*If you would like additional assistance with Copyrights, Patents and Trademarks, refer to the OSU Extension Factsheet titled "Copyrights, Patents and Trademarks". The following link will take you to the [OSU Extension Factsheets](#) that are available online. Click on the **Small Business Series** link and search for the publications related to **Copyrights, Patents and Trademarks**.*

BUSINESS ASSISTANCE PROGRAMS

INTERNATIONAL TRADE ASSISTANCE

International Trade Division of ODOD helps companies explore global trade opportunities and expand into new international markets. Assistance includes: Export Counseling, Agent & Distributor Searches, Business Missions, Trade Shows, Export Finance through the state's 10 international offices and headquarters in Columbus, OH. Contact the International Trade Division, ODOD, 614) 466-5017 or 1-800-848-1300; <http://www.odod.state.oh.us/itd/>

JETRO Export Program Through a cooperative relationship between the State of Ohio and the Japan External Trade Organization (JETRO), Ohio companies can benefit from the expertise of the experienced business professional, on loan from a Japanese corporation, who works to help Ohio companies enter the Japanese market. For more information, visit www.odod.state.oh.us/itd/

Wright State University International Trade Assistance Center

ITAC is a collaborative effort between Wright State University's Raj Sooin College of Business and the Ohio Department of Development. The center is dedicated to increasing export revenues for companies. The center provides international trade information, resources, referrals and counseling for small and medium sized businesses. Trade counselors work closely with the Export Assistance Center of the U.S. Department of Commerce. [HTTP://WWW.DOC.P.WRIGHT.EDU/ITAC/HTML/ABOUTITAC.HTM](http://www.docp.wright.edu/itac/html/aboutitac.htm)

TARGET Program- The programs helps small to medium sized businesses expand their presence in global marketplaces. TARGET enhances international business opportunities by creating and sustaining partnerships between members of the business community, university faculty, and internationally experienced mentors. Contact the Wright State Director of Business and International Relations at 937.775.2151 or Email monica.snow@wright.edu

Miami Valley International Trade Association (MVITA) is a volunteer organization promoting international trade in the Miami Valley and supporting local business efforts in their quest to sell products and services to customers overseas. Visit www.mvita.org

OTHER BUSINESS ASSISTANCE PROGRAMS

MINORITY MANAGEMENT AND TECHNICAL SERVICES

Minority Management and Technical Services provide assistance in management analysis, technical assistance, educational services, and financial consulting. Phone the Minority Business Development Division, ODOD, 1-800-848-1300 or 614-466-5700.

MINORITY CONTRACTORS AND BUSINESS ASSISTANCE

Minority Contractors and Business Assistance Program aids in the economic growth and development of the minority community. Counseling services are generally provided to minority businesses at no charge up to a specified dollar amount. Phone 937-223-2164.

MINORITY CONTRACT PROCUREMENT SERVICES

This program assists minority firms in procuring public and private sector contracts. Contact the Minority Business Development Division, ODOD, 1-800-848-1300 or 614-466-5700.

WOMEN'S BUSINESS RESOURCE PROGRAM

This program provides assistance for start-up, expansion, and management of businesses owned by women. It assures equal access to state businesses assistance and lending programs and direction to purchase and procurement opportunities with government agencies.

Contact Women's Business Resource Program, ODOD, at 614-466-4945 or 1-800-848-1300.

OHIO PROCUREMENT TECHNICAL ASSISTANCE

This program provides counseling, technical resources, and other information regarding procurement of federal contracts. Contact Ohio Procurement Technical Assistance Program, www.dayptac.org or 937-259-1321.

SERVICE CORPS OF RETIRED EXECUTIVES (SCORE)

The SCORE program helps small businesses grow by linking entrepreneurs with retired executives. Phone 937-225-2887.

OHIO'S SMALL BUSINESS INNOVATIVE RESEARCH PROGRAM

The program assists companies in applying for research funds through the federal Small Business Innovative Research (SBIR) Program. Contact the Technology Division of the Ohio Dept. of Development, 1-800-848-1300 or <http://www.odod.state.oh.us/tech/SBIR/default.htm>

OTHER BUSINESS RESOURCES IN OHIO

The State of Ohio offers many other programs and services that aid in creating an environment that can help business prosper. Contact Miami County Economic Development Department for a complete listing of the numerous resources Miami County and Ohio has to offer. Best wishes on your new business adventure!

Miami County Economic Development Department
510 W. Water St. #110
Troy, OH 45373
Ph. 937-440-8121
Fax. 937-440-8124
Email: info@miamicountyoh.org
www.miamicountyoh.org