



Virginia Business Resource Directory

Sixth Edition, 2003

A Guide to Services Available for Existing and Potential Businesses

The Virginia Employment Commission is pleased to provide you with easy access to information about services available for existing and potential businesses. We hope you will find this directory helpful. If you have any questions, or if we may be of assistance to you, contact us at any of our field offices throughout the Commonwealth of Virginia.

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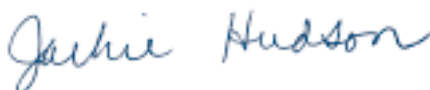
Preface

The sixth edition of the *Virginia Business Resource Directory* provides updated text and current listings of agency addresses, phone numbers, and Web sites. This publication continues to serve as a comprehensive guide to the types of assistance that are available to current and prospective business owners. The Virginia Employment Commission (VEC) is committed to promoting business and economic growth through a strong partnership with employers and Virginia's citizens. Therefore, this directory incorporates considerable research and commentary on the various resources and services available to employers in Virginia.

To be successful, any business venture needs access to information on financial, management, marketing, and personal resources. We hope the use of this publication will assist you in the establishment of a productive, efficient, and financially sound business.

We acknowledge, with gratitude, the cooperation of other agencies and organizations that provided updated information for this sixth edition. *Special thanks* is also expressed to the following VEC staff who assisted in the preparation of this directory: Tracee Davis, Joan McDorman, John Starr, and Carrie Sterling.

The VEC wants to be your employment agency and resource for labor market information. We look forward to working with you to maximize economic growth and business potential and to keep Virginia a great place to live, work, and do business.



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The Virginia Employment Commission is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Any reasonable accommodation for persons with disabilities may be requested by contacting the manager of the VEC field office where you are seeking services.

Introduction

This directory is a collection of information and rules or ordinances that provides guidance to individuals interested in operating their own business. It is intended to familiarize individuals with the general processes of starting and operating a business. It does not replace legal counsel and advice from accountants. **Readers should be aware that legal requirements change from time to time and updates may be obtained from the sources listed.**

Management, money, and marketing are the major focal areas of this directory. Since management, or the lack of it, is the primary reason why businesses fail, this directory deals with topics such as writing a plan for starting a business and pricing products and services to keep a business profitable. Aspects of financing your business, including sources of capital, leasing or buying equipment, and purchasing inventory will be covered. Marketing will assist you through the process of incorporating your idea into a product or service, reviewing your potential market, and studying the competition.

In an attempt to address common concerns of individuals starting a business in Virginia, this directory reflects cooperation between the VEC and a number of state and federal agencies and business organizations.

The Virginia Employment Commission is the lead state agency in implementing the Workforce Investment Act (WIA) in Virginia. WIA rewrites current federal statutes governing programs of job training, adult education and literacy, and vocational rehabilitation, replacing them with streamlined and more flexible components of workforce development systems. For the latest on this initiative and other VEC services, visit our Web site: www.VaEmploy.Com.

How to Use This Directory

In order to make the sixth edition easier to use, we have bound the book with wire-o, which allows for easier page reproduction. Sample business plan forms, such as a balance sheet and monthly personal cost of living, projected cash, and projected income statements, are in the pocket of the back cover. An index section helps with navigation through major topics and listings. All addresses, phone numbers, fax numbers, and Web addresses have been consolidated in the Appendix.

In addition to hard copy, this publication is available on CD-ROM and on our Web site at http://www.vec.state.va.us/index_labor.cfm.