



## Guide 6:

# Basic Business Operations



## Guide 6: Basic Business Operations for the Entrepreneur

### ■ INTRODUCTION

Welcome to the Citibank Small Business information guide series. This is one of ten guides that have been developed just for you, a person who is thinking about starting a small business or who has made the commitment to start one. It is targeted to people who are considering starting a small business as well as small business owners who want to learn more about successful strategies and skills. Citibank worked with a team of entrepreneurs like you to develop, write, and produce this series. All of us know how important it is to have clear and concise information to make smart business decisions. Our goal is to share experiences about the dynamic, exciting small business community.

### ■ Overview

Everyone who starts an entrepreneurial venture wants to be successful. However, success does not happen overnight, and it is not guaranteed. A major theme throughout this series of guides is making the right decisions for your business. This guide provides information and many of the tools for you to make the operational decisions – decisions about the daily activities of a business - toward establishing a successful business formula. The focus of this guide will include the following five topics.

- **Business Legal Structure**
- **Business Physical Operations**
- **Business Regulations and Guidelines**
- **Business Financial Operations**
- **Day-to-Day Operations Management**

There is a lot to know about the operations of a business, and this guide covers a lot of information. Go through this guide at your own pace and give yourself enough time to absorb the information.



**Sound operational decisions are part of a successful business formula.**