



## Start Up Easy Organization for Businesses

When you think of the documentation that is required for any new or young business, the first things that come to mind are business expense receipts and accounts receivable. One thing that many entrepreneurs find overwhelming is the amount and IMPORTANCE of the un-anticipated documentation that is often required.

For these kinds of documents, UniKeep offers unique and cost effective storage that can get your business started and organized easily. The compact binders store a wide variety of documents in a small amount of space, even if your office is the cab of a truck or a corner of the shop. They allow for flexible organization that protects documents from harsh shop conditions as well as from sunlight and travel hazards. They are durable for years of use, and lightweight for easy filing and transportation. Below are some of the documents that you may not have thought about...yet.

**Material Safety Data Sheets** Federal law requires complete and standardized records for any hazardous chemicals used on site, ranging from tanker cars full of noxious gases to spray bottles of window cleaner. The individual data sheets are available from the manufacturer or vendor, but the copies must be stored in a highly visible location that is easily accessible to all employees. The UniKeep bright yellow Case Binder is perfect to collect, organize and protect. It stacks or stands neatly on shelves.

**Emergency and first aid.** Any emergency information, including first aid, can be stored safely anywhere. The fully enclosed Case Binders allow even items like bandages and pain relievers to be stored efficiently for instant use, even in harsh, dirty or damp conditions.

**Safety Training.** Required training documentation and notes can be organized and updated as often as necessary in durable UniKeep binders.

**Policies and procedures.** Whether you are self-employed or employ thousands, every business can benefit from documented policies and procedures. Documented procedures can facilitate participation in certification and vendor supply programs and make routine operations consistent and quicker. In a UniKeep binder, procedures are easy to update and can store safely anywhere.

**Employee information.** From simple emergency contact information, to detailed files with payroll and benefits options, every business with employees has information to organize. Make it easy and flexible so the system grows with your business.



**Business plan.** As your business evolves from a dream to a reality, your business plan outlines the goals and reflects the steps along the way. For most businesses, the business plan is a living document that travels to meetings with loan officers, suppliers, realtors, and partners. UniKeep Case Binders make it easy to format, present and update your business plan, all the while protecting the contents and presenting a finished, professional impression.

**Business cards.** Organize important contact information easily in a flexible system that works as well from a shelf as it does from a tool bag. The cards remain organized in pages and protected inside the UniKeep Case Binder. Individual cards can be attached to presentations or machine documentation or anywhere else with unique UniKeep adhesive business card pockets.

## UniKeep organization project #13

**Software and data backups.** Guaranteed safer for your discs, UniKeep Media Disc Pages organize digital files and printed documentation easily together in far less space than any alternative to create a flexible storage system.

### **Things to consider when setting up your files:**

Adhesive address labels are easy to format and print from your own computer for use as labels on UniKeep Case Binders. All of the labels are available online at [www.unikeep.com](http://www.unikeep.com) to download and edit with your individual information. The files are Microsoft Word documents. Don't forget to save the file to your local hard disk to save your additions.

For more information:

**UniKeep LLC**

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

800/ 829.8117

### **U.S. Small Business Administration**

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

The first stop for all business start up information, including local Small Business Development Centers. Resources include a Small Business Start Up Kit and start up forms.

### **U.S. Department of Labor**

Occupational Safety & Health Administration

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

Find information on a wide variety of safety and health topics, as well as OSHA's Small Business Outreach Training Program

U.S. Chamber of Commerce

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

Search by city to find local business resources.

### **SCORE "Counselors to America's Business"**

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

Nonprofit association dedicated to entrepreneur education and the formation, growth and success of small business nationwide. More than 12,500 volunteer counselors provide individual counseling and business workshops for aspiring entrepreneurs and small business owners.