

## NEWS RELEASE

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September 20, 2009

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### ***“START AND GROW YOUR SUFFOLK BUSINESS” SEMINAR SERIES***

SUFFOLK, Va. (September 20, 2009) – The City of Suffolk Economic Development Department along with the U.S. Small Business Administration is pleased to offer a series of seminars titled "Start and Grow your Suffolk Business". The current economy provides new challenges and new opportunities for many businesses and this series is an excellent venue to receive expert advice and tips on how to improve your business, one topic at a time. This **FREE** seminar series will be held every Tuesday, beginning October 6<sup>th</sup> and will run until October 27<sup>th</sup> from 6:00 p.m. – 8:00 p.m. at the Suffolk Workforce Development Center, 157 N Main Street, 2<sup>nd</sup> floor.

#### **Upcoming seminar topics:**



**U.S. Small Business Administration**

**October 6 ~ *Do you know how to read and respond to an opportunity with the Federal Government?*** This presentation will provide a section by section understanding as to what the Government is asking for in the solicitation along with some insight as to how you would prepare your response to the proposal.

**October 13 ~ *Business Plan Development.*** The foundation of any business starts with a good business plan. Learn about some of the techniques to write a winning business plan.

**October 20 ~ Pricing to win Federal Contracts.** *This presentation will be a follow up to the first session, which will focus on the financial requirements that come along with the pursuit of Federal contracts from the preparation of your price/cost submission, having financial resources available to your operation costs, along with invoicing requirements.*

**October 27 ~ Finance.** *Hear what the bank is looking for, and the things that impact your loan package. An SBA representative will also give an overview on the Small Business Administration Loan Guaranty Program.*

To register or for further information contact Kevin Hughes, Suffolk Economic Development at 757.514.4043 or [khughes@city.suffolk.va.us](mailto:khughes@city.suffolk.va.us)

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