

BUSINESS COURSE

ADAPTED FOR ADVANCED LEVEL USERS

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condensed version



SECTION: CV

paperwork, accounting, economics, law etc.

prestige development group workout
www.prestige.pochta.ru

My first name is _____ my family name is _____

I was born on the _____ of _____ 19____ in _____ I am _____ I am a citizen of _____

My marital status is (please mark the box) Single Married Divorced Separated Widow (er)

I have child/ children (name and age only): _____

At the moment my current place of residence is in (country only) _____

My permanent (postal) address is (PERSONAL NAME, BUILDING, STREET, CITY, ZIP, STATE) _____

The contact telephone number is _____ E-mail box _____

I have (ELEMENTARY/ SEC/ BA/ BS/ MA/ MS/ etc.) _____ education (grade). I finished/ graduated (school name) _____ in (year) _____

My place of work is in (establishment) _____

I am (post) _____ for (duration in months) _____

My specialization: _____ (describe your duties; use separate sheet).



In 2003 the World Bank provided \$18.5 billion and worked in more than 100 developing countries, bringing finance and/or technical expertise toward helping them reduce poverty.

We live in a world so rich that global income is more than \$31 trillion a year. In this world, the average person in some countries earns more than \$40,000 a year. But in this same world, 2.8 billion people—more than half the people in developing countries—live on less than \$700 a year. Of these, 1.2 billion earn less than \$1 a day.

As a result, 33,000 children die every day in developing countries. In these countries, each minute more than one woman dies during childbirth. Poverty keeps more than 100 million children, most of them girls, out of school.

The challenge of reducing these levels of poverty, while the population continues to grow—by an estimated 3 billion people over the next 50 years—is enormous.

The World Bank works to bridge this divide and turn rich country resources into poor country growth. One of the world's largest sources of development assistance, the World Bank supports the efforts of developing country governments to build schools and health centers, provide water and electricity, fight disease, and protect the environment.

Not a bank, but rather a specialized agency. The World Bank is not a "bank" in the common sense. It is one of the United Nations' specialized agencies, and is made up of 184 member countries. These countries are jointly responsible for how the institution is financed and how its money is spent. Along with the rest of the development community, the World Bank centers its efforts on the reaching the Millennium Development Goals, agreed to by UN members in 2000 and aimed at sustainable poverty reduction.

The "World Bank" is the name that has come to be used for the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA). Together these organizations provide low-interest loans, interest-free credit, and grants to developing countries. Some 10,000 development professionals from nearly every country in the world work in the World Bank's Washington DC headquarters or in its 109 country offices.

(to be continued at p2.PTO)

Current place of residence (CPR) – ПМЖ
Mode FT(full time), PT(part time) – форма обучения
Mother language (tongue) – родной язык
Language grades – уровень иностранного языка
Years of full time work experience – опыт работы
Current employer – настоящее место работы
Expected wage – ожидаемая зп
Starting salary – начальная зп
Ending salary – конечная зп
Summer internship – летняя интернатура
Responsibilities – ответственность
Varied daily activities – разнообразная деятельность
Annual turnover – годовой оборот
Part time work – частичная занятость
Full time employment – полная занятость
Employment undertaken during study – работа и учеба
Job title / position held – занимаемый пост
Nature of work undertaken – специализация труда
Number of employers – к-во персонала
Staff \ Personnel – персонал \ кадры
Previous employment details – детали предыдущей работы
Reason for leaving position – причина ухода
Reason for taking position – причина смены вакансии
Awards – награды
Reprimand – выговоры
To get the sack\ to be fired – быть уволенным
Size of budget – размер бюджета организации

G.P.S.5540-1913-6,000-10. &	B.M.D. 5.—Inkomste Revenue 204.
UNIE VAN SUID-AFRIKA.	UNION OF SOUTH AFRICA.
GEBOORTESERTIFIKAAT.	BIRTH CERTIFICATE.
Uitgereik kragtens artikel 40 van Wet No. 17 van 1923.	Issued in terms of Section 40 of Act No. 17 of 1923.
UITSREKSEL UIT die Geboorteregister ten opsigte van inskrywingsnommer.	EXTRACT FROM the Births Register in respect of Entry Number
	B 449845
	6020/1952
Distrik: _____	District: CAPE
Voornaam (name) MICHAEL JAMES (Christian name(s))	
Familiennaam CRAWFORD Surname(s)	
Geelag: Male	Sex: _____
Ras van Ouers: European	Race of Parents: _____
Geboortedatum: Seventeenth July 1952	Date of Birth: _____
Geboorteplek: Booth Memorial Hospital, Cape Town.	Place of Birth: _____
Gesertifiseer korrek./Certified Correct.	
Datum: 31st July 1952	For _____
Provinsie/Distrik: CAPE	Province/District: _____
M.J.	

CHURCH OF THE PROVINCE OF SOUTH AFRICA.

BAPTISMS solemnized in the Parish of St. Thomas, Rondebosch. In the Diocese of Cape Town in the Year 1952

Page 37 No. 1658

When Baptized	Christian Name(s)	Dedicated Ds of Birth	PARENTS' NAMES		Abode	Quality, Trade or Profession	Sponsors or (in the case of Adults) Witnesses	By whom the Ceremony was performed
			Christian	Surname				
13 th September 1952	MICHAEL JAMES	17 th July 1952	Alan Bryant	CRAWFORD	6 Norfolk Lane Rondebosch Cape	Metrological	Maxeline Pettit Robert Williams A. R. Burcher.	F. J. Ramsey S.S.F.E.

I certify that the above is a true Extract from the Register of Baptisms kept in St. Thomas Church: Rondebosch, Cape.
A. R. Burcher
Rector.

Kept in: (P.P. 849 - S.A.C.P. 10)



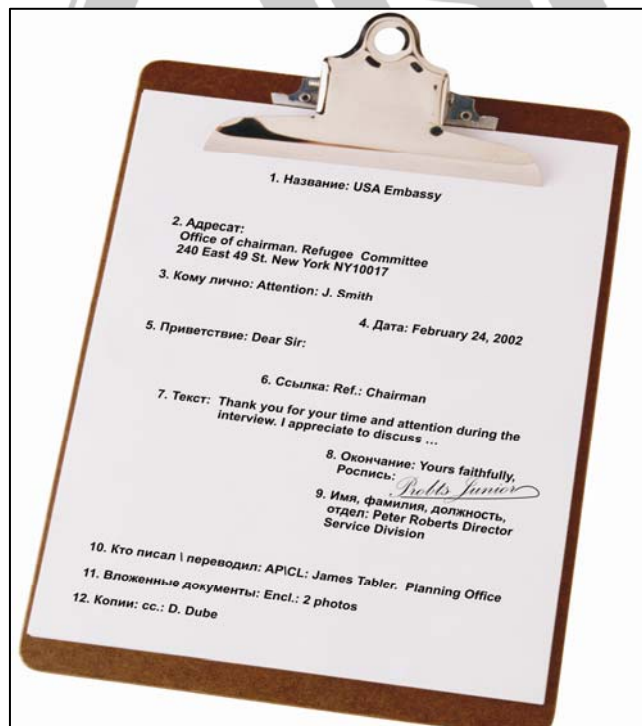
ADDRESS NORM

OFFICIAL	PERSONAL	PERSONAL NAME
Mr J. Smith Office of chairman, Refugee Committee USA Embassy 240 East 49 St. New York NY10017 USA	Mr J. Smith 5498 Ridge St. New York NY10058 USA	OFFICE, DEPARTMENT, SECTION INSTITUTION BUILDING, STREET NUMBER CITY, ZIP STATE

ABBREVIATIONS ACCEPTED

Adsd	Addressed	HP	В расрочку	re	Относит-но	e.g.	Например
adse	Addressee	Id.	The same	rct	Расписка	@	At
a.f.	Как указано	IOU	I owe you	sig	Подпись	VAT	НДС
a.m.	Вышеупом.	I.a.	Извещение	urgt	Срочный	Smth	Something
Att.:	Attention!	L/A	Доверено	vers	Против	Smb	Somebody
cf.	Сравните	Mdse	Товары	v.v.	Наоборот	Ditto	The same
cur	Валюта	memo	Записка	V.S.	См. выше	Via	Через
dd	Датировано	MA	Not accepted	w/o	Without	ASAP	As possible
doc	Документ	p.a.	В год	SVP	Please	::	Contrary
EAON	If otherwise	pp	От имени	Hf	Half	#	№
h.a.	This year	qv	СМОТРИ...	i.e.	То есть	&	and

BUSINESS LETTER SAMPLE



FAX SAMPLE

EuroTrades
Office of general director, 178
Oakwood 9547 GB2 567, New York
10088
Attantion: Mr. Teddy Rein

12.03.03

Dear Ted!

Thank you very much for the fax. This bargain is really an apple of my eye. I hope we'll make it together possible for Ron to understand his mistake. I'll be on my way to NY in some hours and we'll speak it over. Concerning the terms of delivery: I've set everything so well that neither tax police nor customs officers interfere. The packing is ordinary but the containers not for 200 as always but for 250. I guess it's Ok. In case some obstacles just call to my cell phone.

I'll be in touch.

Yours faithfully,
Mike

Supervisor:

APICL:

cc.:

(the continuation of p1)

\$8.1 billion in assistance. The world's low-income countries generally cannot borrow money in international markets or can only do so at high interest rates. In addition to direct contributions and loans from developed countries, these countries receive grants, interest-free loans, and technical assistance from the World Bank to enable them to provide basic services. In the case of the loans, countries have 35-40 years to repay, with a 10-year grace period.

In fiscal 2002 IDA provided \$8.1 billion in financing for 133 projects in 62 low-income countries.

Interest-free credit and grant financing comes from IDA, the world's largest source of concessional assistance. Some 40 rich countries provide the money for this funding by making contributions every four years. The fund was replenished most recently in 2002, with nearly \$9 billion from donors and another \$6.6 billion from the Bank's resources. At that time, donors agreed on increased use of IDA grants—up to 21 percent of resources—to help address the special difficulties, such as the HIV/AIDS epidemic, faced by the poorest and most vulnerable countries.

IDA credits make up about one-quarter of the Bank's financial assistance. Aside from IDA funds, very little of the Bank's income is provided by its member countries.

\$11.5 billion in loans. Higher-income developing countries—some of which can borrow from commercial sources, but generally only at very high interest rates—receive loans from the IBRD.

Countries that borrow from the IBRD have more time to repay than if they borrowed from a commercial bank—15 to 20 years with a three-to-five-year grace period before the repayment of principal begins. Developing country governments borrow money for specific programs, including poverty reduction efforts, delivery of social services, protection of the environment, and promotion of economic growth that will improve living standards. In fiscal 2002 IBRD provided loans totaling \$11.5 billion in support of 96 projects in 40 countries.

In addition, to a small selection of project profiles, the Countries and Projects details of our website provide details of the Bank's work on the ground. (www.wb.gov)



1. Dear Mrs. Taylor

I'm writing to order a T-shirt from your brochure. I enclose the order form and a check for \$15.99. As the T-shirt is a birthday gift for a friend, could you please include the following message:

Have a wonderful day. I'm sorry I can't be with you. See you soon. Love David.

Please send it to the following address to arrive before December 6th:

Dear David,

Here's the invoice you asked for. I'm sorry it's too late. See you soon. Mrs. Taylor.

2. Dear Sirs,

With regard to your advertisement in Chicago Tribune of 24th May, we got interested in buying batch of your products.

Would you kindly send us further information about: the licensing of your products, prefabrication and assembling.

Please send us samples of catalogues, leaflets, brochures etc. If your prices are competitive, the samples meet the standards we may be able to let you have regular orders.

Your prompt answer will be appreciated.

Dear Sirs,

In response to your letter of 01st August, we thank you for sending us your catalogues of home electrical appliances your company offers. We are sure there will be a great demand for them in our region of Ukraine. We are enclosing our order No454 and would ask you to return its duplicate to us, duly signed, as an acknowledgement. Please supply this quantity of items specified below: ...

Delivery: air freight, Boeing 777

Payment: by letter of credit

Packing: standard

Please send us the copy of this order, duly signed, as an acknowledgement. (Fax: 8 000 012012)

Dear Mr. Cooper

Thank you for your time and attention during bargain making. We appreciate the opportunity to have business with your company as it is beneficial both for you and us. We hope to order some other products in future.

P.S. Sorry for mediocre English of our secretary while telephone conversations, the problem solved.

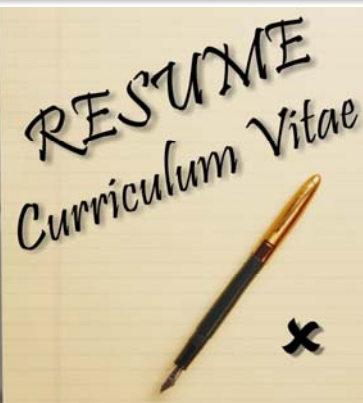
Your faithfully,

Donald Slogam,
Export-import manager
Peter Roberts, Director, General Service Division





CARRIE DILLON



FRANK RIELLO

CARRIE DILLON

000 Jefferson Wood Lane • Greensboro, NC 00000 • (336) 000-0000 • example@hotmail.com

Sales and Marketing ~ Sales Associate ~ Business Development ~ Territory Sales

- Recent graduate with previous business experience.
- Extensive customer service background.
- Able to learn and apply quickly and effectively.
- Knowledgeable in technology and health care.
- Hard working, detail oriented, able to multi-task.
- Excellent communication and presentation skills.

Professional Experience and Accomplishments

Business and Customer Service

- Administrative Assistant for college Athletic Office. Managed telephones and all correspondence.
- Performed word processing, created and maintained spreadsheets, prepared PowerPoint presentations.
- Responsible for administrative functions such as filing, data entry, and visitor relations.
- As Hostess / Team Leader, provided personalized customer service to patrons in fine dining settings.
- Supervised customer service, ensuring prompt delivery of orders and highest levels of service at all times, for both restaurant floor and catered events.
- Performed staff orientation and training, assisted with scheduling.
- Met or exceeded all sales goals. Consistently recognized for Outstanding Sales and Customer Service.

Education

- Served in paid and volunteer positions as teacher and instructor for youth and women's organizations.
- Instructed athletics and anger management programs at YMCA, for children grades K through five.
- Taught dance studies for youths and teenagers for three years.
- Carried out tutoring and physical training for children with learning disabilities and / or from low income environments.
- Provided life skills education for developmentally-delayed teenager. Set short and long-term goals, monitored progress, and assisted with accomplishment of daily objectives.

Healthcare

- Served as live-in caregiver for developmentally delayed and physically challenged teenager.
- Distributed medications on fixed schedules, for conditions such as seizures, attention deficit syndrome, and uro-genital ailments.
- Communicated regularly with healthcare professionals, managed regular and emergency situations relating to physical and developmental issues.

Employment History

- Habilitation Technician, Private, Greensboro, NC (1996 – Present)
- Hostess, Tripps, Greensboro, NC (2002 – Present)
- Youth Mentor, University of North Carolina, Greensboro, NC (2001)
- Hostess / Team Leader, Sabino's, Greensboro, NC (2000 – 2002)
- Bridges to Success Teacher, Guilford County YMCA, Greensboro, NC (2000 – 2001)
- Hostess / Team Leader, Brookridge, Mt. Olive, NC (1998 – 2000)
- Administrative Assistant, Mt. Olive College, Mt. Olive, NC (1998)
- Youth Dance Instructor, CC Dance Company, Madison, NC (1995 – 1998)

Education

B.A. in History, University of North Carolina, Greensboro, NC (2002)

Computer Skills

Windows, MS Office, PowerPoint, Internet

Additional Information

Completed semester abroad in Spain, 2002
 Miss America Preliminaries, Scholarship Recipient (1999, 2000)

FRANK D. RIELLO

0 Termasen Dr. • Stony Point, NY 00000 • (845) 000-0000

A talented Business Management professional with extensive sales and customer service experience

Summary of Qualifications

- More than 10 years of management experience.
- Proven ability to lead effective sales teams.
- Familiar with all aspects of business management.
- History of increasing sales and profitability.
- Adept at planning, promotions, and forecasting.
- Hard working, able to multi-task effectively.
- Outstanding training, leadership, and communication skills.

Professional Experience

Cousins Deli, Stony Point, NY, 1992 – Present
 Owner / Manager

- Founded and manage highly successful delicatessen and catering operation.
- Oversee and assist with all daily activities, including hot / cold meal and salad preparation, opening and closing functions, and customer service.
- Perform inventory control, ordering, and purchasing. Negotiate agreements with vendors, ensure all deliveries accurate and on time.
- Hire and train employees, prepare weekly schedules, monitor and evaluate performance.
- Develop and implement new sales and marketing strategies to increase business and market share.
- Responsible for all bookkeeping, payroll, and cost control.

M&H Sales & Marketing, Tarrytown, NY, 1983 – 1992
 District Sales Manager (1985 – 1992)

- Directed sales management activities for entire New York metropolitan area consisting of eight headquarter accounts covering more than 550 retail outlets.
- Increased sales 10% through effective sales planning and improved shelf presence of product line.
- Introduced 40-plus new products to accounts, maintained 100% product line distribution.
- Consistently achieved or exceeded all sales quotas each year.
- Prepared, presented, and arranged promotions, sold displays / distributions to support promotions.
- Created and designed section layouts (plan-o-grams) for accounts.
- Supervised and scheduled job assignments for retail sales force.

Territory Sales Manager (1983 – 1985)

- Carried out sales and merchandising for Rockland and Orange counties. Sold displays to increase sales volume, implemented and maintained section layouts.
- Met all sales objectives, recognized for leading one of company's highest-rated territories.

Food Emporium, Valley Cottage, NY, 1981 – 1983
 Grocery Department Manager

- Managed daily operations, scheduled staff assignments, and supervised staff.
- Maintained inventory control system, monitored and approved incoming deliveries.
- Arranged promotional displays. Worked closely with vendors on promotions and sales.
- Promoted rapidly from Clerk to Dairy Manager to Grocery Manager.

Education

St. Thomas Aquinas College, Sparkill, NY
 B.A. in Business Administration, concentration in Marketing (1980)





***ROLEX • WE BUY • SELL • TRADE • WE PAY MORE/SELL FOR LESS • 678-890-6899

*** 1973 Jose Ramirez classical guitar with case Exc Condition \$3500/firm 262-886-4716

*** 2 Brilliant Vibrant Exotic Birds 3yr old scarlet macaw & 4yr gold & green macaw. Both friendly, talkative birds. Make great companion. \$900 ea 815-469-3456

Absolutely beautiful walnut DR set. 1920's-1930's elegant style. Lrg buffet, small buffet, china cabinet, table w/3 leaves & table pads, 2 captains/ 4 side chairs. \$37500 773-248-8281

Absolutely beautiful walnut DR set. 1920's-1930's elegant style. Lrg buffet, small buffet, china cabinet, table w/3 leaves & table pads, 2 captains 4 side chairs. \$37500 773-248-8281

***** Autobody-3500SF Shop for Sale with Equipment. Excellent location. Call for details. 847-468-0580

** BAR & RESTAURANT FOR SALE On Puckaway in Green Lk Co. 120 Chicago, 3bd attached living qtrs. Updates make this growing business a way to be your own boss. A bonus is to hunt on 6k acres of public land and fish on 6k acre lake \$180,000 for more info Call Ben at 920-394-2204.

*** Beautiful Antique 9Pc. Mahogany Din Rm Set. Table w/2 leaves, 6 chairs, buffet, and china cabinet \$1800 773-774-3326

BEER CAN COLLECT.(507 CANS) VINTAGE \$100 OBO. 708-366-387

BI - CURIOS? Meet men on The Confidential Connection® Record & Listen MEET SEXY SINGLES! 630-705-7444; code 7732

Cafe/coffee shop in downtown Crete, turn-key, all equip, \$47,000 bus. only. Rex, Coldwell Banker Honia-Bell 815-722-4201 815-485-3401

CAR WASH • DETAIL SHOP 5 Self Serve • 6 Detail Bays. • W/land (38ksf) • Est 20yr \$398k • Poss. owner finance. Coldwell Banker Commercial Bill Gaps 773-348-7810 x 447

*****CATERING/RESTAURANT Fox River Grove, 1900 Storick bldg, loc in dwntn bus district, across train/st, high traffic area bldg-Qnd food catering eqpt, grefet loc for coffee shop, Jmmed occupancy. \$19,000 Call Bill LaMadro HACountrywood 9876 847-38 1 -8070

** Cellular phones, pagers \$6,000.00 sales and growing Premier -Bus Grp 847-468-9000

*** Chocolate / Gift Store*** franchise, highly prof Stable, Naperville. \$275,000 630-983-9118

CIGAR STORE, profitable, gt loc in N. suburbs, \$700k annual sales, prked to sell at \$150k. 789-567-7045

Contemp. Contour Italian Gry lthr w/Mahogany base B' Sofa & 2 chrs-\$2500/obo; 5x5ft Sq Blk Mirbl Tbl w/ mbrl pedestal \$2000/obo; Mahogany look trdl' Exec. Dsk-\$300/obo 773-404-1165

Des Plaines-Estate Sale. Large Victorian Farm House. One family since 1910. 344 Grace-land. Sun, Nov 20th & Sun Nov 21. 9-5. Victorian furniture including Hersady Grandfather Clock, Walnut 4-Posture Bedroom set, Duncan Pyffe Dining Set, Mahogany side-by-side, Old Victrola, Victorian Chests, Dressers, Tanning Table. Also 1950's Blond Bedroom, Family Room furniture including Tables, Sofa and Chairs. TONS OF MISCL

***** DNRM w/ hutch. Farm Rm w/ beige pit. Blue LVrm set w/ sofa, love seat, chair. Kit table w/ chairs. Pool table-reg. size. Best Offer. 847-913-0167

DRUM SET 5pc 4-Cymbals & Hardware. Was \$760. Still In Box. \$385. 847-405-9871

FAST FOOD • REAL \$\$\$\$ MAKERS • New D.C. machine! Ask \$75K Call Nick Di Brtzi 708-562-9328

GERMAN SHEP-ACK reg. Both parents OFA cert. Germ & Amer bid Ins. 1st shots & health checked. Written quar. hips. Hm rsd w/kids. Exc. dispos. Ready for Christmas. 319-539-2773

GOLDEN RETRIEVER \$350 Male. Very lovable 1 yr 9 mo old, obedient, crate & house litter bin trained. All shots. Call 319-893-2460 p.m.

HOTEL RAMADA (2) Eastern Iowa. Total rms. 327; total price \$4.8M. Owner has other interests. Must sell. Frank Smith, Southeast International Hotel Brokers. Springfield, MO. 417-865-2520

JACK RUSSELL TERRIER pups JRTCA. 2 M, 1 F. 8-11 wks. Parents import. Farm rsd. Super personality. Will deliv. \$350 319-678-2118

Lonely Chicago Women No cc. req. 800-WILD-RAVE Enter Free Ad Code 8888

LONELY SUBURBAN GIRLS, SEXY CHICAGO GIRLS, Ladies Free Dating 312-658-5483 Code 7777

*****Manufac snack food, \$44k Relocatable, proprietary \ Absentee 847-465-001 12x8kr

***** Manufacturing 10yr running PC board business for sale. Profitable & in prime loc near O'Hare. 630-595-9127

*** Meat Processing & Locker Plant. Western Wisconsin Family Owned. Includes bldg & equipment. \$195,000.

MICHAEL JORDAN set of Basketball Cards inc his Rookie Yr. 1985 to 1997 (12 cards) Gold trimmed. Serious Inquiries only. \$20,000 317-547-7224

*** MOTEL 1 5 rms, 3 apts, Mgr's quarters, on 1 ac. 20 mi. W. of Effingham, IL on 1-70 (18,000 a day cat @bunt) Nr constr project 90% occupancy Selling because of illness. \$190,000. Vie J. Sten-ger, Brkr, 1 16 W. Main, Arcola IL 61910, Ph: 217-268-3464

** OWN YOUR OWN BUSINESS! NAPCO, the world's largest supplier of kitchen and bath refinishing supplies now offers a golden opportunity to own your own business. We supply professional hands-on training, equip and material, sales and mktg plan & tech support-AH for one low price. Call 800-888-1081. Let us show you how to make money!

*** Persian Kittens-CFA. All colors, blue eyes. \$250 each. Ready to go Dec. 1. 708-458-6449

** PIZZA Carryout-Fully equipped connected to Irge Sports bar. \$1500 SW Subs 708-636-0127

PIZZA PLACE-Batavia. Fully eqpt for 2 stores, 2 trucks. \$68,000 772-678-0999

Pizza Restaurant, Western Suburb, carry-out & del, vol \$7,000 per wk, 1400sf, rent \$1425 per mo. Incl. tax incl. asking 150k for .info call 897-285-3967

Player Piano disk system. Polished mahogany. Wurflitzer baby grand 47inch. Only 2yrs old. Matching padded bench, 12 music disks remote control & metronome. Moving to smaller home. Patti at 630-983-1007 lv msg.

Poodle T-Cup M. 5 1/2 mos. Blue. Champaign. Blk. Also Parti Poodle pups. Blk & Wht. Brown & wht. Shots. AKC. Health guar. Shipping incl \$700 to \$1,200 870-481-5623

* Restaurant Business-Naperville. Test new restaurant in dwtown. Turnkey operation, acceptbl lease, liquor license. \$24p.000. Call John at Coldwell Banker Commercial Primus. 800-055-6663

*** Restaurant with Bar, located in Western Suburbs. Excellent business over \$750,000 yr. 10,000 sq. ft. Free standing building w/2 ++ acres. Real estate & business. \$1,600,000. Ask for Louis Papadakos Alpha Realty 630-773-2150

Restaurant with liquor & PPA license, operating in Lincoln Park. Owner will write good lease. Priced for quick sell at \$50k. A great opportunity. Other restaurants avail in Gold Coast, Wicker Park & Wrigley. Call Kudan Group Inc. 312-259-1229

Restaurant/Bar, River North rest/bar, 3 firs of useable space totaling 5,150 SQ FT at \$6800 per month including taxes. All licenses and FF & E included in sale. \$200,000 and your in business. CRD 312-554-8999

***** Restaurant-2200 Irving Park Busy corner location-Turnkey operation. Priced to sell. C-21 Investors 773-275-3400

***** Restaurant-Batavia: Very successful, established sandwich shop. Building, business fix and equipment. Seats 60 + Great location. \$440,000 Call John at Coldwell Banker Commercial Primus 800-705-6663

*** Restaurant-Prime North Cen-ter-Lincoln-Damen-Irving Prk Working business w/liq license 678-978-1290

Restaurants Steakhouse: NW Subs® \$325K! Bar: Rush St. Area-Profit \$\$\$! Pizza: NWChi; Biz.FF&E@399K Niteclub: NW \$495K w/1/3 dn Buying or selling? Discuss your needs! Lewton 376 12T 800-678-6759

Retail furniture chain store in NY buys majority interest in exist ing, profitable, store w/1 Million annual sales. You get \$1000/p.wk salary, car, bnfts. + profit. Hard work & good mgmt. can get you \$250K + by 3rd yr. Training, consulting & ad support help this successful retail formula. Call George btwn 11-3pm 773-579-224

SANDI & LARRY 1-888-LUV2GIV

** SODA/SNACK ROUTES 30 + Hi Traffic Locations \$1500/wkly profit! Financing. FREE INFO, MUST SELL, FREE VIDEO 1-800-337-1575 24hrs

** Thanks to the Holy Spirit, Holy Mother-Mary, St. Jude for prayers answered. The power of prayer is genuine and wonderful. PCK, YOU HAVE EVERYTHING WHEN YOU HAVE CHRIST. COLOSSIANS 2:10.

TITLE SEARCH CO. Have you ever wanted to own an exciting real estate oriented business but did not know how to get started? Let our team of prof's come in & completely set you up with your own title search business within 2-4 weeks using our clients & methods of operations. Very little overhead & space is needed. 6 figure income. Limited territories avail. Act now! Sales price \$85K. Please respond to: P.O. Box 589, Greenwood, In 46142.

***** VectorSpft Inc. is a global provider of XAD-GIS serv. wkrs. Our new Chicago office requires 4 working-partner to develop & manage new business on a profit sharing basis. CAD related sales esp essential Fax:847-541-1170 @vecsoft.com

** Violins price start at \$395 Full size, 3/4 size, case. Good Christmas gift. 773-202-1860

WANTED! Looking to baseball, football & basketball cards, autographed disc & memorabilia. 773-520-3989

* Western Wisconsin Bar & Restaurant Business-University town. Owner retiring. Possible terms. \$429,000 Contact Ken Lee at Edina Realty 715-426-1510

Your next trip to Poland could be free. International company expanding operations in to Chicago area. We are looking for self-motivated entrepreneurs with strong leadership skills, to set up immediate distribution in Chicago with extension to Poland in other European countries in the year 2000. The company offers a home based business with 5 methods of income, based on commission, car & home payments + complete training and support. Please send resume to: Business Brokers International, 12544 NW Hartford, Portland, OR. 97229: Interviews will be held in Chicago Nov 27-Dec 2, 1999.

DEADLINES: To place, change or cancel your ad: Monday thru Saturday: 5 p.m. two days prior to the issue. Sunday Transportation/Recreation: 6 p.m. Thursday. ADDITIONAL SERVICES: Did your ad run incorrectly? Immediately call 222-2222 if you discover an error in your ad or if your ad failed to run. We will make a correction as soon as deadlines permit. For more information: Call 222-2222 for information on these and other available services.

GENERAL EMPLOYMENT AGREEMENT

PRESTIGE DEVELOPMENT GROUP WORKOUT FOR ANY TYPE OF CONTRACT FORMATION CALL +380962382260 OR MAIL WWW.PRESTIGE.POCHTA.RU

This General Employment Agreement ("Agreement") is made and effective this [DATE],

BETWEEN:

[EMPLOYEE NAME] (the "Employee"), an individual with his main address at:

AND:

[EMPLOYER NAME] (the "Employer"), a corporation organized and existing under the laws of the [STATE/PROVINCE], with its head office located at:

RECITALS

- A. Employer is engaged in the business of [DESCRIBE], and maintains a branch office at [ADDRESS], [CITY], [STATE/PROVINCE].
- B. Employee has been engaged and has had a great deal of experience in the above-designated business.
- C. Employee is willing to be employed by employer, and employer is willing to employ employee, on the terms, covenants, and conditions set forth in this Agreement.

In consideration of the matters described above, and of the mutual benefits and obligations set forth in this Agreement, the parties agree as follows:

1. EMPLOYMENT

- A. Employer employs, engages, and hires employee as a [DESIGNATE POSITION] to [DESIGNATE DUTIES], and employee accepts and agrees to such hiring, engagement, and employment, subject to the general supervision and pursuant to the orders, advice, and direction of employer.
- B. Employee shall perform such other duties as are customarily performed by one holding such position in other, same, or similar businesses or enterprises as that engaged in by employer, and shall also additionally render such other and unrelated services and duties as may be assigned to [HIM OR HER] from time to time by employer.

2. BEST EFFORTS OF EMPLOYEE

Employee agrees that [HE OR SHE] will at all times faithfully, industriously, and to the best of [HIS OR HER] ability, experience, and talents, perform all of the duties that may be required of and from [HIM OR HER] pursuant to the express and implicit terms of this Agreement, to the reasonable satisfaction of employer. [STATE/PROVINCE], and at such other place or places as employer shall in good faith require or as the interest, needs, business, or opportunity of employer shall require.

3. TERM OF EMPLOYMENT

The term of this Agreement shall be a period of [NUMBER] years, commencing [DATE], and terminating [DATE], subject, however, to prior termination as provided in this Agreement. At the expiration date of [DATE], this Agreement shall be considered renewed for regular periods of one year, provided neither party submits a notice of termination.

4. COMPENSATION OF EMPLOYEE

Employer shall pay employee, and employee shall accept from employer, in full payment for employee's services under this Agreement, compensation at the rate of [SALARY] per [MONTH/YEAR], payable twice a month on the [NUMBER] and [NUMBER] days of each month while this Agreement shall be in force. Employer shall reimburse employee for all necessary expenses incurred by employee while travelling pursuant to employer's directions.

5. TERMINATION DUE TO DISCONTINUANCE OF BUSINESS

In spite of anything contained in this Agreement to the contrary, in the event that employer shall discontinue operating its business at [ADDRESS], [CITY], [STATE/PROVINCE], then this Agreement shall terminate as of the last day of the month in which employer ceases operations at such location with the same force and effect as if such last day of the month were originally set as the termination date of this Agreement.

6. OTHER EMPLOYMENT

Employee shall devote all of [HIS OR HER] time, attention, knowledge, and skills solely to the business and interest of employer, and employer shall be entitled to all of the benefits, profits, or other issues arising from or incident to all work, services, and advice of employee, and employee shall not, during the term of this Agreement, be interested directly or indirectly, in any manner, as partner, officer, director, shareholder, advisor, employee, or in any other capacity in any other business similar to employer's business or any allied trade; provided, however, that nothing contained in this section shall be deemed to prevent or to limit the right of employee to invest any of [HIS OR HER] money in the capital stock or other securities of any corporation whose stock or securities are publicly owned or are regularly traded on any public exchange, nor shall anything contained in this section be deemed to prevent employee from investing or limit employee's right to invest [HIS OR HER] money in real estate.

7. TRADE SECRETS

Employee shall not at any time or in any manner, either directly or indirectly, divulge, disclose or communicate to any person, firm, corporation, or other entity in any manner whatsoever any information concerning any matters affecting or relating to the business of employer, including but not limited to any of its customers, the prices it obtains or has obtained from the sale of, or at which it sells or has sold, its products, or any other information concerning the business of employer, its manner of operation, its plans, processes, or other data without regard to whether all of the above-stated matters will be deemed confidential, material, or important, employer and employee specifically and expressly stipulating that as between them, such matters are important, material, and confidential and gravely affect the effective and successful conduct of the business of employer, and employer's good will, and that any breach of the terms of this section shall be a material breach of this Agreement.

8. TRADE SECRETS AFTER TERMINATION OF EMPLOYMENT

All of the terms of Section Eight of this Agreement shall remain in full force and effect for the period of [NUMBER] years after the termination of employee's employment for any reason, and during such [NUMBER]-year period, employee shall not make or permit the making of any public announcement or statement of any kind that [HE OR SHE] was formerly employed by or connected with employer.

9. REIMBURSEMENT OF EXPENSES

The Employee may incur reasonable expenses for furthering the Company's business, including expenses for entertainment, travel, and similar items. The Company shall reimburse Employee for all business expenses after the Employee presents an itemized account of expenditures, pursuant to Company policy.

10. RECOMMENDATIONS FOR IMPROVING OPERATIONS

Employee shall make available to employer all information of which employee shall have any knowledge and shall make all suggestions and recommendations that will be of mutual benefit to employer and employee.

11. ADDITIONAL COMPENSATION

Employee shall not be entitled to any additional compensation by reason of any service that [HE OR SHE] may perform as the member of any managing committee of employer, or in the event that [HE OR SHE] shall at any time be elected an officer or director of employer.

12. EMPLOYEE'S INABILITY TO CONTRACT FOR EMPLOYER

In spite of anything contained in this Agreement to the contrary, employee shall not have the right to make any contracts or commitments for or on behalf of employer without first obtaining the express written consent of employer.

(END OF PAGE 1 PTO)

13. AGREEMENTS OUTSIDE OF CONTRACT

This Agreement contains the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date of this Agreement, supersede all other Agreements between the parties. The parties stipulate that neither of them has made any representation with respect to the subject matter of this Agreement or any representations including the execution and delivery of this Agreement except such representations as are specifically set forth in this Agreement, and each of the parties acknowledges that [HE OR SHE OR IT] has relied on its own judgment in entering into this Agreement. The parties further acknowledge that any payments or representations that may have been made by either of them to the other prior to the date of executing this Agreement are of no effect and that neither of them has relied on such payments or representations in connection with [HIS OR HER OR ITS] dealings with the other.

14. VACATION

Employee shall be entitled to [NUMBER] days of paid vacation each year during the term of this Agreement, the time for such vacation to be determined by mutual Agreement between employer and employee.

15. MODIFICATION OF AGREEMENT

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

16. FIDELITY BOND

Employee will immediately make application for a fidelity or a surety bond, to any company designated by employer, in such amount as may be specified by employer. Employer shall pay the premium on such bond, and such bond shall continue in force in such amounts as employer may from time to time require and in the event such bond is refused, or is ever cancelled, except with the approval of employer, employee's employment may be terminated immediately and employee shall be entitled to compensation to the date of such termination only.

17. TERMINATION

A. This Agreement may be terminated by either party on [NUMBER] days' written notice to the other. If employer shall so terminate this Agreement, employee shall be entitled to compensation for [NUMBER] days.

B. In the event of any violation by employee of any of the terms of this Agreement, employer may terminate employment without notice and with compensation to employee only to the date of such termination.

C. It is further agreed that any breach or evasion of any of the terms of this Agreement by either party will result in immediate and irreparable injury to the other party and will authorize recourse to injunction and or specific performance as well as to all other legal or equitable remedies to which such injured party may be entitled under this Agreement.

18. TERMINATION FOR DISABILITY

A. In spite of anything in this Agreement to the contrary, employer has the option to terminate this Agreement in the event that employee shall, during the term of this Agreement, become permanently disabled as the term permanently disabled is fixed and defined in this Section. Such option shall be exercised by employer giving notice to employee by registered mail, addressed to [HIM OR HER] in care of employer at [MAILING ADDRESS] or at such other address as employee shall designate in writing of employer's intention to terminate this Agreement on the last day of the month during which such notice is mailed. On the giving of such notice, this Agreement shall cease on the last day of the month in which the notice is so mailed, with the same force and effect as if such last day of the month were the date originally set forth in this Agreement as the termination date of this Agreement.

B. For the purposes of this Agreement, employee shall be deemed to have become permanently disabled, if, during any year of the term of this Agreement, because of ill health, physical or mental disability or for other causes beyond employee's control [HE OR SHE] shall have been continuously unable or unwilling or shall have failed to perform [HIS OR HER] duties under this Agreement for [NUMBER] consecutive days, or if, during any year of the term of this Agreement, employee shall have been unable or unwilling or shall have failed to perform [HIS OR HER] duties for a total period of [NUMBER] days, irrespective of whether or not such days are consecutive. For the purposes of this Agreement, the term "any year of the term of this Agreement" is defined to mean any 12-calendar-months period commencing on [DATE], and terminating on [DATE], during the term of this Agreement.

19. DEATH BENEFIT

Should Employee die during the term of employment, the Company shall pay to Employee's estate any compensation due through the end of the month in which death occurred.

20. EFFECT OF PARTIAL INVALIDITY

The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

21. CHOICE OF LAW

It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and under and pursuant to the laws of the State of [STATE/PROVINCE] and that, in any action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of [STATE/PROVINCE] shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which any action or special proceeding may be instituted.

22. NO WAIVER

The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

23. ATTORNEY FEES

In the event that any action is filed in relation to this Agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorney's fees.

24. PARAGRAPH HEADINGS

The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

IN WITNESS WHEREOF, the parties have caused it to be executed on the date indicated above.

EMPLOYEE:

Authorized Signature

Mr. Employer



EMPLOYER:

Authorized Signature

Poor Employee

Print Name and Title Print Name and Title