

Priceless business guide to Europe

FREE



Yours to keep no matter what you decide

Covers 31 countries (366 pages). Preferred methods of greeting. Social customs. What to bring your hostess. Probable weather and temperature. Where to find interpreters, photocopy facilities. Approximate service charges. What you need to know to feel at ease, get things done. Fits pocket for ready use. Good to have no matter how many times you've been to Europe. Invaluable on your first trip. Sent when you order Cassette Course. Keep it even if you return Course.

What would you give to learn a second language? (Try \$95.) And what's it worth to your company?

There's a premium being paid for language-knowledge in America today—and it's not only in the export trade. In multinational companies, in major cities, even on the factory floor, a second language marks you as the potential spokesman, the well-educated leader, the man or the woman to ask about foreign ways.

And travel is so much more fun when you can meet people and talk their language. Now you can. Easily. Painlessly. All thanks to this 50-lesson do-it-yourself Berlitz® language course. Available in French, German, Italian or Spanish—it's yours for only \$95.00.

Packaged solidly in leather-type binding, the Berlitz Comprehensive Cassette Course contains:

- 1. Ten introductory lessons in a 90-minute long first cassette to familiarize you with the spoken language.
- 2. Forty additional lessons on five convenient 60-minute cassettes, making a total of $6\frac{1}{2}$ hours of recorded instruction in all.
- 3. 6 illustrated workbooks to use with the tapes, each containing 50 pages of easy-to-understand, concise information to help you speak with the least difficulty. 300 pages, in all, to get you on the way to fluency in a second language.
- 4. A specially prepared, easy-to-use Rotary Verb Finder will help you with irregular verb forms—once you're ready for grammar.

This course avoids the dry and the dull-mixes voices, sound effects and useful text in the delightful manner only Berlitz, the world's best known language instructor, can offer. And cassettes don't scratch, don't warp and don't unwind-last almost indefinitely. Best of all, they are easy to stick in your pocket, take along on a trip or use in the car.

Prepare yourself for a rewarding future. At the same time, enjoy the social advantages only a second language can bring. For \$95.00, choose the course you need to start talking like a native. Use the coupon and order today.

MONEY BACK GUARANTEE Try this Berlitz course for ten days. If you are not satisfied for any reason, simply return it, and obtain a complete refund. You take no risk, so order

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Protect Your Corporation's Tax Shelter Status Without A Lawyer

All your many tax benefits of owning a corporation could be wiped out overnight. How? The I.R.S. could visit you and claim you have not kept proper corporate minutes. You could lose the very tax benefits to which the law entitles you.

Banks, insurance companies and various state and federal agencies, besides the I.R.S., all require notarized authorizations to grant loans, buy property and equipment, enter into leases and even to sell assets.

Keeping records has always been a bother, and an expensive one, especially for small companies. Most entrepreneurs do not like to spend time keeping records. Probably because no one ever became rich by keeping records. And in a small, one-person business, it seems downright silly to keep records of stockholder meetings and board of directors meetings ...keeping minutes...taking votes... adopting resolutions...isn't it all just a waste of time?

Not if you ask any of the thousands of entrepreneurs who have lost fortunes because they failed to keep records. You should look at corporate record keeping chores this way: It's part of the price you pay to get the tax benefits and personal protection from having a corporation.

A corporation does not exist except on paper, through its charter, by-laws, stock certificates, resolutions, etc. Anything you do as an officer or director has to be duly authorized and evidenced by a resolution of the stockholders or the board, or by both in some cases. It makes no difference if there is only one stockholder or one million stockholders. The rules are basically the same.

You can hire a lawyer, like the big companies do, and pay \$100 or more just to prepare one form. But you may need, at minimum, a dozen or more documents to keep your corporation alive and functioning for just one year. This type of work is the bread and butter for many corporation lawyers. Most of the work can be done by their secretaries, yet they will charge you enormous sums because they know how important the forms are to you and your business. Lawyers know that the I.R.S. will insist that you have the corporate records to prove that you are entitled to all the tax breaks from having a corporation.

There is now a way for you to solve your corporate recordkeeping problems. Without a lawyer, without paying big fees, and without spending a lot of time. It is truly **The Complete Book Of Corporation Forms**. It was prepared by Ted Nicholas, author of the best-seller, *How To Form Your Own Corporation Without A Lawyer For Under \$50*. This book has become the largest single source of new corporations in America. His book has revolutionized the business of forming new corporations by making the pro-

cess simple, easy and inexpensive.

But forming a corporation is only the first step toward building "the ultimate tax shelter." Through carelessness or neglect, many people are denied their rightful benefits from owning their own corporation. Ted Nicholas saw that many many business owners needed more help after they incorporated. They didn't know how to follow through, how to turn their corporation into the ultimate tax shelter.

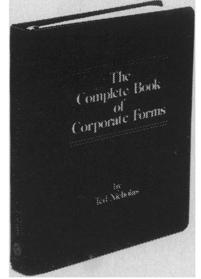
And so, he prepared The Complete Book Of Corporate Forms. Virtually all the forms you will ever need are all ready for you. Everything is simplified. Either you or your secretary can complete any form in minutes. All you do is fill in a few blanks and insert the completed forms in your record book. When you own this book, you are granted permission to reproduce every form. If you are behind on keeping good corporate records, now you can catch up in no time. Just complete a few blanks for the things you've already done in the company. It's legal and it works. Best of all, the price is less than you would pay a lawyer for one hour of counseling.

Here is just a sampling of what you'll receive:

Minutes of Stockholder Meetings
Minutes of Directors Meetings
Minutes of Special Meetings
(any of these can be used if you are the
only stockholder and director)
Amendments to Articles of Incorporation
Amendments to By-Laws
Changes in Membership of Board

You will also receive all the stockholder and directors resolutions you will need to take any major business action, including:

- Negotiation of contracts
- Authorizing loans to corporationApproval of corporate loans to you
- Designation of purchasing agent (some suppliers may want to know who is authorized to buy from them)
- Setting your salary
- Directors fees



- Authorizing your expense account
- Mergers
- Sale of corporate assets
- Dissolution
- Bankruptcy
- Declaring dividends
- Appointment of attorney or accountant

Plus, you'll receive the forms needed to authorize any of these tax-saving fringe benefits:

- Pension or profit-sharing plans
- Medical and dental reimbursement plans
- Sick pay plans
- Split dollar life insurance
- Educational loan program
- Scholarship aid program
- Stock options
- Group life insurance
- Financial counseling plan
- Group legal services

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hundreds of dollars in legal fees.....

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luxurious gold embossed binder as well.

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