



BLA Corporate Rules and Procedures

Last Updated: July 11th, 2011

Throughout this document, Business Leads of America, Inc. dba Arizona Business Leads dba Colorado Business Leads, Inc. shall be referred to as either Business Leads of America, Inc., BLA or Company. Other definitions within this document include:

Member: any person obtaining membership in a BLA leads group

BLA Meeting: any meeting with BLA members in attendance

Presenter: member who provides a 5-10 minute presentation on their business to the chapter. There are typically one to three presenters each week that a chapter meets.

BLA Corporate Address & Phone #:

PO Box 18962

Tucson, AZ 85731

303-525-4690

A. BLA Vision Statement

- 1) The BLA Vision Statement will be read to begin each BLA meeting:
 - I) “To cultivate a positive, fun, and enjoyable environment where members are encouraged to build long-lasting business relationships, pass qualified word-of-mouth referrals, and develop effective networking skills.”

B. Code of Ethics

- 1) Members will adhere to the following code of ethics in all business directly and indirectly related to BLA chapters, Members, BLA, and referrals you receive from the BLA network of members.
 - I) I will focus on building long-term business relationships, which are founded on honesty and integrity, with my fellow BLA members.
 - II) I will display a positive and supportive attitude at all BLA chapter meetings.
 - III) I will follow up on all leads within 48 hours of the time I receive the lead.
 - IV) I will provide above-standard customer service to all BLA members and their referrals.

C. Fee Structure

- 1) New Member Fee: \$275 or \$25/month
 - I) To be paid before the new member is voted into the chapter.
- 2) Member Renewal Fee: \$275 or \$25/month
 - I) Net 15: a \$20 late fee will be applied if payment is not received within 15 days of the invoice date. After 30 days the BLA member’s membership is discontinued and their category is officially open to be filled by the group. The BLA member then must reapply by submitting an application, payment and late fee to their group if they are interested in continuing with the leads group.

- 3) Credit Card Payment Option: A new or renewing BLA member may choose to pay monthly for their membership fee. The monthly fee is \$25/month and upon initiating this credit card fee said member is committing to paying \$25/month for twelve months. Upon conclusion of those twelve months he or she may cancel the agreement in writing with 30 days notice. Written cancellation notices must be sent directly to the corporate office post office box: PO Box 18926; Tucson, AZ 85747.
- 4) Transfer Fee: \$25
 - I) The fee for transferring into a different BLA group than the one in which you are currently participating.

D. Meeting Structure

- 1) The handout entitled: "BLA Master Meeting Planner" contains BLA's instructions on how BLA meetings are run.

E. Chapter Positions and Their Descriptions

- 1) The next two sections (E2 and E3) provide a list of volunteer positions within each BLA chapter. The positions marked with an asterisk are required positions within each BLA chapter.
- 2) Voting Board Positions:
 - I) *President:
 - i)Run meetings. Greet guests at meetings. Set chapter goals. Run meeting in a positive and smooth manner. Encourage group to strive to meet goals. Run board meetings on a monthly basis. Explain Board decisions to membership the week following the monthly board meeting. President always votes last if there are an odd number of board members present. If there is an even number, the President does not vote in order to ensure there is an odd number of votes.
 - II) Past-President:
 - i)Provide guidance. Attend all Board meetings and vote on all issues.
 - III) *Vice President:
 - i)Prepare meeting place. Put out literature and prepare guest information table. Introduce other Board members for Committee Reports (Leads and Attendance Reports once per month, Membership and Program Coordinator Reports at every meeting, and other reports as needed). Take attendance. Offer an oral explanation of attendance requirements at each chapter meeting and give attendance report once per month (which is one of the Committee Reports). Collect BLA items/materials when meeting is over and put them away (or delegate to someone else). Notify Secretary when attendance letters should be sent out. Run meeting when President not in attendance. Order supplies when low. Attend all Board meetings.
 - IV) *Secretary:
 - i)Take notes at board meetings. At subsequent board meeting, supply minutes from previous board meeting. Draft and mail all correspondence, including warning and termination letters to members who violate the rules and regulations. Maintain all minutes and correspondence in a binder for a permanent record.
 - V) Treasurer:
 - i)Pay chapter bills and collect chapter dues. *Note: This is a position that BLA no longer recommends incorporating into your group as BLA does not recommend having a chapter bank account. Instead, find a restaurant that will bill members separately for any meal or room cost associated with the facility where you meet.* Report on budget, income and expenses at each board meeting. Give a committee report once per month on how the chapter is doing financially. Attend all Board meetings. (Treasurer should NOT be a signer on the chapter bank account.)
 - VI) *Leads Chair:
 - i) Provide oral presentation regarding the Participation Form and the proper way to pass forms before giving your commercial. Count leads at each meeting and announce how many were passed. Track participation points and keep a monthly and yearly total. Prepare a monthly sheet to be passed to the membership of the members and the leads passed and received for the month. Provide an oral Leads Motivating/Leads Generating Idea at each chapter meeting. Provide coaching to any member having difficulty generating leads. Attend all Board meetings.
 - VII) *Membership Chair:

- i) Call guests and thank them for coming to the meeting. Encourage guests to call if they have any questions. Keep track of the categories your group is trying to recruit each month and remind members during committee reports. Track the number of guests and the members who invited them. Provide an oral Guest Bringing Idea at each chapter meeting. Attend all Board meetings.
- VIII) Member Liaison:
- i) Optional voting board position. Act as liaison to the membership, bringing any concerns or thoughts members want to share with the board to the board meeting and presenting those concerns or thoughts with the board on behalf of the membership. Attend all Board meetings. (If you have an active member who wants to be on the board and there are no more positions – this can be used to provide that member with a position.)
- 3) Non-Voting Positions:
- I) *Program Director:
 - i) Provide a Speaker schedule to the board and the chapter. Provide an oral report of the rotation at each chapter meeting.
 - II) After Hours Mixer Chair:
 - i) Coordinate the quarterly Business Mixers. You may appoint a committee of your choice to aid you in the planning and preparation of these events.
 - III) Membership Committee Member:
 - i) Help Membership Chair to complete all membership-related tasks.
 - IV) Power Network Chair:
 - i) Organize the Power Partner groups (B2B, Construction, home-based businesses, etc.) and create opportunities for different groups to get together and discuss how the group can become more successful.
 - V) *Communication Chair:
 - i) Take notes at meetings, including guests who attended. Send chapter e-newsletter out the day after the meeting to all members (and the guests who visited that previous meeting) letting them know who the speaker was, a little bit about his/her speech, how many leads were passed, who the guests were, who the speakers and greeters are for the next week and a motivational thought for the week.
 - VI) *Sergeant at Arms:
 - i) Maintain the timing of Commercials and Presentations during the chapter meetings. Enforce the Rewards and Incentives policy during the chapter meetings. Provide an oral explanation of the time-keeping instructions at each chapter meeting.
 - VII) Community Event Chairperson:
 - i) Track community events and inform our chapter of upcoming dates. Encourage participation from our members. Coordinate group participation in these events.

F. Elections

- 1) The election of the President shall be held prior to November 15th with new officers taking over on the 1st of January.
- 2) Voting shall be by written ballot with no voting by absentee ballot allowed.
- 3) At the meeting two weeks before the vote, the membership will nominate candidates for the President position and those candidates may accept or decline the nomination. A candidate may nominate him or herself.
- 4) At the meeting one week before the vote, there will be no Presenters and instead the candidates will receive up to 3 minutes to explain why they are the best person for the job and to provide their vision for where the chapter will go under their direction.
- 5) The President shall be elected by majority vote of the membership and then the President will appoint a chapter Board of Directors consisting of President, Vice President, Secretary, Treasurer, Lead Chair and membership/liaison chair (A Liaison is the liaison between the Board and membership). The six aforementioned members of the Board are responsible for making decisions for the chapter by majority vote.
- 6) The Board will then appoint the rest of the chair positions.

G. Chapters

- 1) BLA chapters will read the BLA Vision Statement at the beginning of each BLA meeting.
- 2) Though a BLA chapter operates as a separate entity and taxes of that entity are not connected to BLA, Colorado Business Leads, Inc. owns all rights to the chapter's name, location, time and structure and no member may leave BLA and continue to use the chapter's name, location, time or structure in any capacity.
- 3) BLA chapters may not be disbanded by vote of the Board of Directors. Once a chapter is created, it remains a BLA chapter until a BLA Corporate representative determines that a chapter will no longer remain in that location. Members may choose to leave the chapter but the time, place and location will remain a BLA chapter time, place and location. If all members of a chapter choose to leave, the last Board of Directors or the last members in possession of BLA materials or checking account information must immediately turn them over to BLA corporate so that BLA corporate can provide the materials as well as the chapter checking account and all moneys therein to the next set of members who take over that chapter time and location. If BLA does not end up starting a new chapter in that location, the money left in the account will be donated to a non-profit organization chosen by an officer within BLA. In no case may money in the chapter checking account be redistributed back to members of the chapter without written approval from a corporate representative of BLA.
- 4) No part of the net earnings of the non-profit chapter shall inure to the benefit of or be distributable to any director or officer of the chapter, or any other individual, and no director or officer of the corporation, or any other individual, shall be entitled to share in any distribution of any of the corporate assets on dissolution of the corporation or otherwise.

H. Board of Directors

- 1) BLA groups will meet weekly except for the last meeting of the month*. The last meeting of the month is time reserved for the Board of Directors of each group to meet and plan for the next month. Members who are not on the Board are encouraged to participate in the Board meeting and provide their thoughts for consideration on the issues, but then must leave while the Board votes on those issues. If your Board meeting falls on the same week as the BLA All-Chapter Breakfast, your Board may elect to have the board meeting after your meeting the week before the BLA All-Chapter Breakfast so that your Board members do not have two commitments during the week of the All-Chapter Breakfast.
*This is the suggested method though a group may choose to meet every week and conduct the Board meeting at a different time of their choosing.
- 2) The Board shall manage all of the chapter's activities, including providing instruction to chair people, creating a chapter mission statement, sending out warning letters as well as letters of termination, and generally making decisions on all affairs of the chapter not already determined by Business Leads of America, Inc. Corporate Rules and Procedures.
- 3) A majority of the Board of Directors shall constitute a quorum needed to vote on chapter issues. A majority vote of those present shall be required to approve any action of the Board.
- 4) If the office of President becomes vacant for any reason, the Vice President shall assume the responsibilities of the President and shall appoint a new Vice President.
- 5) The vacancy of any Board position other than President shall be filled by President appointment.
- 6) If a Board member is directly involved in an issue upon which the Board must vote, said board member is prohibited from voting on that issue.
- 7) The entity of Business Leads of America, Inc. holds an official voting position on every board of directors and may send a representative to each board meeting to act on behalf of BLA. The representative may be an officer of the corporation, an independent contractor, or a member who is acting on behalf of the organization.
- 8) If there are two or more complaints about a board member, the rest of the Board members will meet to review the complaints. If the remaining board members decide that the complaint(s) are substantial enough to indicate that this person should no longer be on the board, they can vote this person off the board. A replacement for that board position will then be appointed by the President. If the President was voted off the Board, a new election for President must take place for that chapter and the Vice President will run the meetings until a new President is elected. The one exception to this rule is that BLA representative(s) can not be voted off the Board under any circumstances.
- 9) A BLA representative may remove a board member for any reason.
- 10) Board members may only discuss issues that pertain to running and managing a BLA leads group. Board members will encourage members to know and understand the BLA Rules and Procedures as they are written.

- 11) The Board will familiarize itself with Rule number 21, section K: General Policies, and encourage any member who knowingly or unknowingly seeks to break this rule to read the rule and cease and desist any discussion that may jeopardize the future of this BLA chapter.

I. Termination of Membership

- 1) If a member does not follow any one of the rules and procedures of BLA that member's membership in BLA can be terminated by vote of the member's chapter Board of Directors. If a member's membership in a BLA chapter is terminated by the chapter's Board, that member may no longer participate in any BLA activities.
- 2) BLA reserves the right to terminate any member's membership in their BLA chapter. If BLA, rather than your chapter, terminates your membership, your latest annual payments or your monthly payments since your last renewal date to BLA will be refunded. If the chapter terminates your membership, no refund will be provided. BLA will refund only those monies paid directly to BLA. BLA will not refund more than one year's membership fee. In the case of BLA terminating a membership, whether or not the chapter refunds any money to the terminated member will be decided by a majority vote of the Board of Directors for that chapter.
- 3) If a member must, by law, be licensed in his or her chosen field of work, he or she must produce proof of said licensing if either a BLA representative or a board member of their chapter requests proof. The aforementioned member has 15 days to provide proof or he or she loses her membership in BLA.
- 4) Any member who tries to discourage a guest from visiting or joining any BLA group may have their membership immediately terminated by the Board of Directors of their group with written testimony from the guest that they were discouraged from joining. Any member who does not feel a guest should join their chapter must present their views to the Board of Directors of the chapter. The Board will then use that information when voting on said guest's membership if the guest chooses to submit an application.
- 5) BLA Dues and Local Chapter Dues:
 - I) Any member who does not pay their local chapter dues within 15 days of the due date can lose their membership. After the 15 day grace period, late fees of up to \$10/day may be applied by the local chapter.
 - II) BLA corporate renewal dues must be paid within 15 days of your anniversary date, which is also your invoice date, or a late fee of \$20 will be immediately applied to your account. If a member does not pay the renewal within 30 days of his or her anniversary date, his or her BLA membership will be suspended (during which time said member may not attend any BLA functions) until payment is received or until 45 days have passed without payment. If a member has not paid their renewal fee after 45 days their membership is terminated.
 - III) If a member is more than 30 days late in payment of either local or BLA dues, he or she can only be reinstated as an active member of the chapter by majority vote of the Board of Directors **after paying their dues and any applicable late fees.**

J. Member Participation Requirements

- 1) If a chapter was chartered after October 1st, 2007, does not have an Appendix A and/or has lost their original Appendix A (describing rules pertaining to Attendance, Late Policy, Participation Forms, Leave of Absence Policy and Accountability Reminders) then the following Participation Policies will apply
 - I) Attendance policy: If a member misses or does not show up at a meeting, they are given one (1) absence, as will be recorded by a member of the Board of Directors. If a member misses more than three (3) chapter meetings in a quarter, including after hours mixers, his or her membership is suspended until the next board meeting and may be subject to termination.
 - II) Late policy: Members who arrive 15 minutes or more after the meeting begins will be considered late. For every two (2) late arrivals, a member will be given one "absence." Or, put another way, two (2) late arrivals = one (1) absence.
 - III) Participation Forms: Members must receive four participation points each month to remain an active member. To receive a participation point a member may a) bring a guest, b) pass a lead, and c) participate in a One on One session (sometimes referred to as a Power Partner Session) where you get together with one or more members outside of the leads group. This is a minimum requirement.

Members should strive to exceed this number to be an effective and contributing leads group member. If a member does not meet this policy, their membership may be subject to termination determined by Board vote.

- IV) Leave of Absence: A leave of absence may be granted by the Board of Directors. If a member wants a leave of absence, he or she must submit a request to the Board in writing before the first missed meeting. If granted a leave of absence, time missed during the leave of absence will not be counted as an absence. Members may only request one month per year for a leave of absence with the one exception being a medical leave where up to two months may be granted and a second exception being Maternity Leave where up to three months may be granted. During a leave of absence, BLA members are still responsible for paying for local chapter dues as well as BLA corporate dues with the one exception being maternity leave where the member can request in writing from corporate to discontinue monthly payments for the three months of maternity leave. In any case if the member's dues are not paid and current, said member is not eligible to request a leave of absence.
- V) Accountability Reminders

Accountability Reminders

Cell Phone or Pager Goes Off	\$5.00
Absent (with no replacement) when scheduled to Greet or Present	\$10.00

- VI) If a member does not pay their Accountability Reminders, their membership may be subject to termination determined by Board vote.

K. General Policies

- 1) BLA chapters will not meet during the week in which the BLA All-Chapter Meeting(s) is/are scheduled. All BLA members will be expected to attend the BLA All-Chapter Meeting. If a member misses this meeting it counts as an absence toward the attendance requirements as stipulated in Appendix A for said member's chapter. The only exception to this rule is if your chapter is over 50 miles away. Then the all-chapter meeting is optional. If there is a cost associated with the All Chapter Meeting, BLA chapters will pay for all active roster members two weeks before the All-chapter meeting by chapter check. The check will be mailed to Business Leads of America, Inc. at the address at the top of page 1 of this document.
- 2) If a member representing a "Corporate" membership leaves the group, that corporate entity has 30 days to send a replacement to that chapter or they will lose their membership. The chapter still must vote on this new person and may choose to reject their application. The corporate entity may then send another replacement or choose to send that replacement to a different BLA chapter. Once the replacement is voted into a BLA chapter, that membership is continued as long as the corporate entity continues to pay the renewal.
- 3) You may have a substitute take your place at your chapter meeting to avoid incurring an absence. This person must represent your interests and understand your business. If someone passes a lead to the substitute, you or a representative of your company are still obligated to follow up on that lead within 48 hours of when the substitute received the lead.
- 4) You may take a leave of absence for vacation of up to 4 weeks and for medical reasons up to 8 weeks only if approved by the Board of Directors. You may either ask the Board for a leave of absence in writing or in person at a Board Meeting. The Board will then give you their answer in writing.
- 5) If a visiting guest competes with members in the group, that guest may not give a commercial for their business but may state why they are attending the meeting (e.g. "I am here to check the group out because I may join another BLA group.")
- 6) Guests must visit twice before submitting an application and joining a BLA leads group. At the same time, the guest may visit no more than three times before they are required to either submit an application and check to the chapter they intend to join or no longer attend the meetings.
- 7) Members must obtain permission from other BLA members before adding them to their e-newsletter or other e-mail lists.
- 8) Members must represent their primary occupation, not a part-time business. Exceptions may be made by the chapter's Board based upon the individual's commitment to changing the status of their business from part-time to full-time or their ability to contribute to the group's success.
- 9) Multi-level marketing members are not allowed to solicit, in any direct or indirect way, BLA members to join their organization as an employee or representative. Instead, their focus in the leads group must be on the products and services they sell.

- 10) Presenters must bring a door prize. Only members bringing a lead or a qualified guest are eligible for the door prize. Visitors are eligible for the door prize if they pass a lead or if they fill out the guest sheet with five members that they met and who signed their guest sheet.
- 11) **On Voting in a New Member.** Potential members must submit a completed application and payment to the chapter on or before their second visit to the chapter. The membership chair or someone appointed by the membership chair will then check the references of the potential member and the chapter will vote on whether or not to accept the member after hearing a report from the membership chair on that person's references. To save time, the application may be submitted on the guest's first visit so that the membership of a chapter can vote at the end of the guest's second meeting. Before voting at the end of the meeting, the guest should be asked to leave and then be notified by phone of the chapter's decision.
- 12) Members who wish to change their business classification must submit a new application and will only be accepted upon vote of the chapter in the same way as a chapter would accept a brand new member.
- 13) **On Transferring Membership.** Members who wish to transfer their membership to another chapter must submit a new application to the other chapter and they will be voted on by the chapter in the same manner as voting in a new member. If the member is voted in, his or her old chapter must send a check made out to the new chapter for pro-rated, unused dues from the date the member notifies the old chapter of his decision. Members may not transfer into a group less than six month old.
- 14) All returned checks will be assessed a \$25 returned check fee.
- 15) **Only one person from each business classification is permitted to join a chapter of BLA.** The Board of each chapter has final authority relating to classification conflicts.
- 16) Members may only represent one of the business classifications (listed below) as their Primary Business Classification. Your Primary Business Classification is the only business classification that is protected, meaning that no one else may join the group who represents that classification. You may also declare a Secondary Business Classification to your Board of Directors, which will be a business that you can speak about only UNTIL someone visits who also represents that classification. At that time, you must discontinue your representation of that classification. To declare a primary classification, you must be ready to receive leads for that classification and perform the duties of that classification. Certain categories that are too broad in scope and encompass other categories may not be chosen as your primary category as they are too difficult to adequately define. "Insurance," or "Marketing," or "Consultant" for example potentially encompass multiple categories and means different things to different people.
- 17) Individual BLA chapters may choose to re-allocate parts of a business classification or break one business classification into two parts. You may not, however, combine two business classifications into one. For example, you may choose to allow the financial advisor in your group to also offer life insurance if the person taking Life, Health, and Disability is only interested in offering Health Insurance. Or you may choose to break "Life, Health and Disability" into "Life and Disability" and "Health" business classifications. You may not, however, give one person both "Financial Advisor" and "Life, Health and Disability" as their primary business classifications.
- 18) **NonDisclosure of Confidential Information.** Member agrees that, except as required in his/her duties to Company, he/she will not, during his/her membership and for all times subsequent to such membership, directly or indirectly, use, disseminate, or disclose any "confidential information" concerning the business, technology, services provided or customers of Company. "Confidential Information" means any and all:
 - I) trade secrets concerning the business and affairs of the Company or its affiliates, product specifications, data, know-how, formulae, compositions, processes, designs, sketches, photographs, graphs, drawings, samples, inventions and ideas, past, current, and planned research and development, current and planned marketing and consulting methods and processes, delivery systems, customer lists, current and anticipated customer requirements, price lists, market studies, business plans, computer software and programs (including object code and source code), computer database technologies, systems, structures, and architectures (and related formulae, compositions, processes, improvements, devices, know-how, inventions, discoveries, concepts, ideas, designs, methods and information), and any other information, however documented, that is a trade secret under law;
 - II) information concerning the business and affairs of the Company or its affiliates (which includes historical financial statements, financial projections and budgets, historical and projected sales, capital spending budgets and plans, personnel training and techniques and materials, marketing data, budgets and plans), however documented; and
 - III) notes, analysis, compilations, studies, summaries, and other material prepared by or for the Company or its affiliates containing or based, in whole or in part, on any information included in the foregoing, and any copies or reproductions thereof.

- 19) Upon termination of his/her membership, member shall not be entitled to keep or reproduce said Confidential Information, whether or not prepared by him/her, but rather shall forthwith return any such Confidential Information to Company.
- 20) Member warrants and represents that this Agreement is not in conflict with any obligations he/she presently has with any other person or entity, singular or plural.
- 21) Restrictions on Right to Solicit Customers, Members, Employees. Member agrees that during membership and for a period of six (6) months after any termination of his/her membership with Company, he/she will not, in any manner, whether with or without cause, directly or indirectly, either as owner, officer, employer, representative, independent contractor, stockholder, agent, principal, manager, consultant, partner, member or otherwise, solicit any customer, member or employee of Company for a competitive "leads" or other networking group. The term "customer" includes, but is not limited to, persons or entities participating in any leads or networking group of Company. In the event of Representative's actual or threatened breach of the provisions of this Paragraph or Paragraph 7 above, Company shall have the right to obtain injunctive relief and/or specific performance and to seek any other remedy available to Company. In addition to such remedies, and due to the difficulty of ascertaining with any reasonable degree of certainty the damages that might be suffered, Company and Representative agree that, in the event there is any violation of the provisions of the covenants restricting competition, there will be paid as liquidated damages, and not as a penalty, to Company \$5,000.00 per customer, member or employee of Company. Furthermore, Company and Representative agree that, because of the nature of Company's business, the above amount of liquidated damages is reasonable and is not a penalty.
- 22) **All Rules and Procedures in this pamphlet may be subject to changes, subtractions, and additions.** By signing the application for membership to a BLA chapter, you are agreeing to abide by the latest set of BLA Corporate rules and procedures.

L. BLA Business Classification List

There may be more categories than are included on this list. As new categories are added, the list will be updated.

1)	Accountant/CPA	58)	Furniture-Office	113)	Satellite Sales & Installation
2)	Accounting Software	59)	Gift Baskets	114)	Scrapbooking
3)	Acupuncture	60)	Graphic Design	115)	Signs
4)	Advertising Agency	61)	Handyman	116)	Skin Care/Cosmetics
5)	Advertising Specialties	62)	Hair Stylist	117)	Social Media Consulting
6)	Air Purifiers	63)	Health Care	118)	Software Development
7)	Architect	64)	Heating & Air Cooling	119)	Tax Recovery
8)	Assisted Living	65)	Home Theatre Sales & Installation	120)	Telecommunications (Dial-up service)
9)	Attorney-Business	66)	Human Resources	121)	Telephone Sales & Service
10)	Attorney-Estate Planning	67)	Insurance-Health	122)	Temporary Housing
11)	Attorney-Family Law	68)	Insurance-Life, Health and Disability	123)	Title Services
12)	Attorney-Litigation	69)	Insurance-P&C	124)	Training-Networking
13)	Attorney-Personal Injury	70)	Insurance-Supplemental	125)	Training-Sales
14)	Auto Broker	71)	Interior Design	126)	Training-Soft Skills
15)	Auto Repair & Service	72)	IT Consulting	127)	Training-Technical
16)	Banking Services	73)	Jewelry Sales	128)	Travel Agency
17)	Body Psychotherapist	74)	Landscaping	129)	TV Advertising Sales
18)	Book Manufacturer	75)	Laser Eye Surgery	130)	Video Production/Photographer
19)	Bookkeeping	76)	Licensed Clinical Social Worker	131)	Voice & Data Cabling
20)	Brokerage Svc--Life Agents	77)	Locksmith	132)	Water Purifiers
21)	Business Broker	78)	Magazine Advertising Sales	133)	Water Delivery Service
22)	Business and Life Coach	79)	Magnetics Consultant	134)	Web Design
23)	Candle Sales	80)	Mailing Solutions	135)	Weight Management
24)	Carpenter	81)	Marketing Plan Creation	136)	Welcome Service
25)	Carpet Cleaning & Restoration	82)	Massage Therapist	137)	Window Cleaning
26)	Catering	83)	Mortgage Loans	138)	Window Coverings
27)	Chamber of Commerce Sales	84)	Moving & Storage	139)	Wireless Phones
28)	Chiropractor	85)	Music Provider	140)	Tutoring
29)	Commercial Construction	86)	Newspaper Advertising		
30)	Commercial Real Estate	87)	Nutritional Products		
31)	Computer Sales, Service & Repair	88)	Nutritionist (has a degree in Nutrition)		
32)	Computer Network/Support	89)	Ophthalmologist		
33)	Copy Service	90)	Packaging Supplies		
34)	Commercial Lending	91)	Painting-Commercial		
35)	Consultant-Business	92)	Painting-Faux (interior)		
36)	Consultant-Ergonomics	93)	Painting-Residential		
37)	Consultant-Image	94)	Paralegal/Office Support		
38)	Consultant-Management	95)	Payroll Services		
39)	Consultant-Security	96)	Periodontist		
40)	Copier Sales	97)	Personal Training		
41)	Cosmetologist	98)	Photography		
42)	Counseling	99)	Pre-paid Legal		
43)	Courier Service	100)	Printing		
44)	Credit Card Processing	101)	Private Investigator		
45)	Credit Union	102)	Professional Organizer		
46)	Dentist	103)	Property Management-Residential		
47)	Direct Mail Services	104)	Property Management-Commercial		
48)	E-Bay Auctions	105)	Public Relations		
49)	Equipment Leasing	106)	Residential Real Estate		
50)	Embroidery	107)	Reiki Healing		
51)	Event Planner	108)	Remodeling Contractor		
52)	Factoring	109)	Restaurant		
53)	Fashion Coordinator	110)	Resume Service		
54)	Feng Shui Consultant	111)	Rolfing		
55)	Financial Advisor or Investment Advisor	112)	Roofing		
56)	Floor Coverings				
57)	Furniture-Home				