

BUSINESS INFORMATION AND RESOURCES

Updated 07-08-2022

This resource list is provided by the South Sound – Tacoma chapter of SCORE #385. We strive to provide at least three alternatives whenever possible and we do not recommend or endorse any particular service provider. Also, please note that many fine bankers, attorneys and other professionals exist that are not listed here.

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Resources for starting a business in Washington State

1. Washington Small Business Guide (highly recommended):

https://www.oria.wa.gov/Portals/_oria/VersionedDocuments/Business_Publications/small_business_guide.pdf

2. State of Washington Business Licensing Wizard Tool: By using the following link you can obtain a checklist that is customized for your location and business classification: <http://bls.dor.wa.gov/licensing.aspx>

3. List of Licenses issued by our state: [WA State Licensing \(DOL\) Official Site: List of licenses](#)

4. State Liaisons: Our state's departments each have designated "State Liaisons". These people are tasked with the responsibility to answer questions posed by business owners. We have found them to be responsive and helpful. Click the following link to find the contact data for each department.

http://www.oria.wa.gov/portals/_oria/VersionedDocuments/Business_Publications/sbl_flyer.pdf

5. Washington State tax information: The following two links provide an overview of business taxes in Washington State.

State New Business Tax Basics (includes B&O Tax Info):

<https://dor.wa.gov/legacy/Docs/Pubs/ExciseTax/BusinessTaxBasics.pdf>

City B&O Tax Rates & Thresholds: [botaxrates.pdf \(wacities.org\)](http://botaxrates.pdf(wacities.org))

6. More good info from our state: [Small Business Guidance \(wa.gov\)](#)

The FAQ section is highly recommended.

7. Self Employment Taxes-Federal: Basically this is how you pay required social security and medicaid taxes (these are payroll taxes, not income taxes) as a self-employed person operating as a sole proprietorship. For most people this amounts to 15.3% of your business income after expenses as found on Schedule C, line 31. Here is a link to Schedule C: [2021 Schedule C \(Form 1040\) \(irs.gov\)](#)

This link provides an overview: [EN-05-10022 - If You Are Self-Employed 2022 \(January 2022\) \(ssa.gov\)](#)

This link will more fully inform you on this topic:

[Reduce Self-Employment Taxes with a Corporation or LLC | legalzoom.com](#)

Sole Proprietor – LLC – Corporation: Which form of entity is right for you?

Your first task in starting and licensing a business will be to determine if you plan to operate the business as a sole proprietorship, LLC, corporation or some other form such as a partnership. If you elect to operate as a sole proprietorship, you can proceed directly to the Department of Revenue ([dor.wa.gov](#)) to apply for a business license. If you elect to operate as an LLC or Corporation your first step is the formation of your LLC or Corporation at ([sos.wa.gov](#)). This is because the LLC or Corporation is the applicant for the business license, not you personally as is the case with sole proprietorships. Some people form the LLC or Corporation themselves while others rely on legal assistance.

1. *Is Sole Proprietorship for You?* This article from Startupnation is quick and easy to read, discussing the pros and cons of the most simple form of entity, Sole Proprietor.
<http://www.startupnation.com/articles/is-sole-proprietorship-for-you/>

2. *Learn About Business Ownership Structures*. Forms discussed include Sole Proprietor, Partnership, Limited Partnership, Limited Liability Company (LLC), Corporation, Nonprofit Corporation and Cooperative.
<http://www.nolo.com/legal-encyclopedia/learn-about-business-ownership-structures-29785.html>
3. *Choosing the Best Ownership Structure for Your Business*. Like #2 above, this article is posted on nolo.com, a for profit website.
<http://www.nolo.com/legal-encyclopedia/business-ownership-structure-choose-best-29618.html>
4. Prefer to watch video? The following links will take you to youtube videos provided by attorney Lee Phillips titled *Sole Proprietorship vs LLC*.
<https://www.youtube.com/watch?v=aODHY87C91w>
Lee Phillips titled *LLC Operating Agreement Template*
<https://www.youtube.com/watch?v=jpE-rTCFWMl>
5. Learn about how you are **(and when you ARE NOT)** protected by an LLC or Corporation
<https://www.nolo.com/legal-encyclopedia/limited-liability-protection-llcs-a-50-state-guide.html>
<https://www.bizfilings.com/toolkit/research-topics/running-your-business/asset-strategies/beware-of-to-rt-exceptions-to-limited-liability>
6. To learn about LLC operating agreements prior to consulting an attorney it is helpful to look at some examples. To find them simply search (using Google or Bing) for Operating Agreement Samples. Here are a few to get you started:
<https://core.score.org/resources/sample-llc-operating-agreement>
https://www.delawareinc.com/forms/member_managed_llc_operating_agreement_template.pdf
<https://www.northwestregisteredagent.com/single-member-llc-operating-agreement.html>

Business Plans

There are at least 3 different methods for developing a business plan as follows:

1. A one-page format outlining the essential characteristics of the proposed plan including activities, partners, resources, value proposition, customers, customer channels, customer relationships, costs and revenue. The most popular of these one page approaches are “**lean canvas**” and “**business model canvas**”.

This Wikipedia page provides a good overview: [Lean startup - Wikipedia](#)

This 4 minute video will introduce you to lean canvas: [Lean Canvas: Start Your Business \(1-Page Business Plan\) - YouTube](#)

This 4-minute video will introduce you to business model canvas: [Ep 2 - Visualizing Your Business Model - YouTube](#)

Please keep in mind that most lending institutions require a more formal business plan, so if you are applying for a loan, lean canvas or business model canvas will be a good place to start, but you will need a multi-page written business plan to apply for a loan.

2. A “question and answer” template can be used to stimulate you thinking for each of the sections typically found in a formal business plan. Please keep in mind that although the “executive summary” is usually the first section in a formal business plan, it is written last. The basic assumption is that the loan officer you are communicating with will read the entire business plan while people above this position in the lending institution will read only the executive summary. Provided that the reader reads the entire business plan followed by the executive summary, nothing new should be learned when reading the executive summary. Try to keep your formal business plan under ten pages (excluding the financial projections). The following two templates should be considered:

The following link is to the Score Business Plan Template for a Startup Business: [Business Plan Template for a Startup Business \(score.org\)](#)

Some Score mentors prefer the MasterCard Step-By-Step template. To get this template:

Go to: [South Sound/Tacoma | SCORE](#)

Click on “Mentor Resources” (top area of the landing page)

Click on “Click here to go to directly to Mentor Resources in Google Drive”

Click on “Bus Plan Profit & Non Profit”

Click on “Step-By-Step Business Plan”

3. Some writers prefer to use an existing business plan in a business similar to theirs to identify sections to include and overall guidance as to the look and feel of the finished business plan.

You can obtain free (to you-the library pays for this service) business plan samples in the “Business Plans Book” database at many libraries (available online). You will need a library card to use this service. Participating libraries include Pierce County Libraries, Timberland Libraries and Seattle Public Library.

Free business plan samples can also be viewed at www.bplans.com. This site is linked to a fee for use service named “Live Plan”. At the time of this writing Live Plan fees were \$10 for the first month and \$20 for each subsequent month. This software also features financial projections.

Financial Forecast: Any formal business plan will require a financial forecast (usually for the first 3 years). To obtain this multi-worksheet blank Excel template:

Go to: [South Sound/Tacoma | SCORE](#)

Click on “Mentor Resources” (top area of the landing page)

Click on “Click here to go to directly to Mentor Resources in Google Drive”

Click on “Documents & Links”

Click on “Bus Plan Profit & Non Profit”

Click on “Monthly Compounding”

To view short videos explaining how to use this excel spreadsheet”

Go to: [South Sound/Tacoma | SCORE](#)

Click on “Mentor Resources” (top area of the landing page)

Click on “Click here to go to directly to Mentor Resources in Google Drive”

Click on “Documents & Links”

Click on “Bus Plan Profit & Non Profit”

Click on “Video Links Score Chapter 385 12-07-2021”

Watch videos 8,9,10,11 1nd 12

Microloans and CDFI Loans

Microloans are loans under \$50,000. CDFI is an acronym for Community Development Finance Institutions. Most microloans in Washington State are provided by CDFI’s operating as non-profit entities. Our understanding is that the CDFI’s have a duty to assist and train the recipients of these loans. Kiva is an international organization that provides small no-interest loans through crowdfunding.

Lender///Website	Appropriate Candidates	Geography Served	Loan Range
Kiva.org	non-bankable individuals	USA and many other countries	\$2k to \$15k
Mercy Corps Northwest www.mercycorpsnw.org	non-bankable individuals	WA State	to \$50k
Business Impact Northwest (formerly CCD) www.businessimpactnw.org	non-bankable individuals	WA State	\$2.5K to \$250k
Ventures (formerly Washington Cash) www.venturesnonprofit.org	typical client is considered to be living at the "low" or "very low" income level by local H.U.D. guidelines. The majority are women, and 70 percent are minorities.	WA State	to \$35k
www.newrootsfund.org	New Roots provides microloans to refugee, immigrant and low income entrepreneurs.	WA State	
Evergreen Business Capital Community Advantage Loans (SBA guaranteed) www.evergreen504.com	Small businesses in various stages of operation (start up to mature businesses)	WA, AK, OR, ID	\$10k to \$250k
Enterprise for Equity www.enterpriseforequity.org	Income of no more than 185% of the federal poverty level. Emphasis is on agribusiness. Must have	Thurston, Lewis, Pacific, Mason, Grays, Jefferson &	to \$25k

	completed their business training course.	Clallam Counties	
Craft3 www.craft3.org	Non-bankable startups and existing businesses	WA State	to \$5 million
Northwest Access Fund Northwest Access Fund – Nwaf (nwaccessfund.org)	Individuals with disabilities	WA State	to \$10k

ATTORNEYS AND LEGAL ASSISTANCE

Local Bar Association Referral Services:

The Tacoma Pierce County Bar Association provides a referral service for those who can pay reasonable fees. The client is charged only \$35 for a half hour conference. The attorney remits the \$35 to the bar association and also pays them 10% of any additional fees regarding this client and the matter in question. For further information call (253) 383-3432. The King County bar Association offers a similar referral service at (206) 267-7010 or kcba.org.

The Thurston County Bar Association provides a searchable list of attorneys at the following link:
[Find an Attorney Search – Thurston County Bar Association](#)

I. Consulting an Attorney.

Most businesses will need the services of a lawyer at some time during their business life. Lawyers usually charge by the hour and are expensive, so a client needs to organize all the documents and important points before visiting a lawyer, not during the visit. A client should prepare a written statement of what he/she sees as the central problem, what the desired and acceptable outcomes would be, and a chronology of events. Any files should be well organized, as the lawyer will eventually need to look through them. If a proposed contract or administrative form is sufficiently straightforward (many are available on the Web), the client should make a first draft for the lawyer to review. Whenever there is a task that the client or the attorney could do, the client should do the task if time permits. Also, a client should learn as much as possible about the applicable law as time permits, from books and the Web.

A client needs to be direct about possible legal fees. Ask what the lawyer's hourly charges are and whether the initial meeting will be free or not. Find out if there might be a "fixed fee" arrangement for the type of work you need. Find out whether the lawyer will require any security for payment of the fees. Expenses, such as photocopies, filing fees, and outside service providers, may also be put on the bill, so ask what will be charged for, apart from the lawyer's time. Try to get an idea of the total cost involved, including a best case and a worst case. If a dispute is involved and litigation is possible for the client to obtain an award of money, the client and the lawyer may prefer to agree on a contingent fee arrangement, in which the client is responsible for expenses

and the lawyer receives a percentage of any recovery or settlement (frequently 30 – 40%) instead of an hourly fee.

Since most SCORE clients have limited funds, they will be looking for free or less expensive lawyers. Typically, although by no means universally, smaller law firms and solo practitioners, are often less expensive per hour than larger law firms. Larger firms may in some instances have “pro-bono” programs for no-charge assistance to certain types of clients and legal needs. Smaller law firms, especially solo practitioners, may try to cover too many areas of law, however, so it is important to try to find smaller firms or individual lawyers that specialize in the area of concern. Typical areas of concern for SCORE clients are choice of business entity and business entity formation and start up issues, intellectual property (trademarks, patents, copyrights, trade secrets), and real estate (leases) and commercial contracts (supply agreements, franchises, etc.). Some SCORE clients are in need of raising funds for their business and need the assistance of a securities lawyer.

II. Free Legal Services

A. Web-Based Sources

For business matters, there are two possibilities. On www.justanswer.com and www.lawyers.com, lawyers will help sort out issues and provide initial advice. The lawyers at these sites may or may not be licensed in the state of Washington, so there may be a limit to how far they can proceed. The sites also include a positive feedback rating on the individual lawyers to guide the client’s choice.

The other source of free legal service for businesses could be pro bono programs at law firms. Typically these exist at larger law firms. The firms that offer such programs are selective about this use of their resources, however, and may require extra time to review the request and may not be interested in very basic situations. For general legal guidance (but not document drafting etc.) another alternative is to go to www.score.org and search for a mentor using the key word “attorney”.

B. Law School Legal Clinics

Both the University of Washington School of Law and the Seattle University Law School have business and entrepreneurial legal clinics that assist start up businesses. These generally are affiliated with the business departments at both universities. These programs have very limited enrollment but may be worth investigating.

C. Communities Rise (formerly Wayfind Legal) www.communities-rise.org

This organization provides full legal representation as well as legal clinics at low or no cost to non-profit entities and small businesses meeting the following criteria:

Following our vision for a more equitable Washington we are proud to offer two avenues of assistance for low income small business owners; our clinics and our full representation services. To be eligible for free legal services through our clinics or full representation, all business owners must demonstrate the following:

- The business is registered in Washington state;
- Is unable to pay for legal fees without significant impairment to operations;
- Owner(s) household income is below 80% of the [King County HUD guidelines](#); (all owners must qualify if more than one)
- Seeks legal assistance on a business or organizational matter

D. Patent and trademark assistance from the Washington Pro Bono Patent Network:

[Washington Pro Bono Patent Network | UW School of Law](#)

III. Web Based Lawyer Referral Services

There are many “services” on the web that purport to help you find lawyers. Most of these are nothing more than advertising for the lawyers who are paying to have their names listed on the service. Be aware of this approach when you utilize the web when looking for lawyers.

Here are some web-based lawyer referral services that SCORE volunteers have had some experience with – good and bad. The comments below are not a recommendation by SCORE to use these sites but a listing just to let you know they are out there. Comments are provided by SCORE volunteers – but sorry – no endorsements!

1. avvo.com – This site includes feedback on attorneys from their clients. A SCORE counselor had very positive experience using this site.
2. legalmatch.com – Also includes feedback.
3. findlaw.com – No feedback but good categories to focus your search

IV. Fee Based Online Legal Assistance

1. www.rocketlawyer.com
2. www.legalzoom.com
3. www.nolo.com

As a service to its clients, SCORE provides below, the names of lawyers with whom SCORE volunteers and/or SCORE clients have had positive experiences. SCORE is not recommending these lawyers and leaves the evaluation of the appropriateness of the lawyer for a SCORE client’s needs up to the individual client. A prospective client should always “interview” the lawyer to make sure there is compatibility with the client’s needs.

GENERAL BUSINESS ATTORNEYS

Law Office of W. Martin Arthur, PS
W. Martin Arthur
615 E Pioneer, Ste 109
Puyallup, WA 98372
(253)-620-6412
Fax: (253)-848-3898
arthur@arthurlegal.com

Nelson & Carver, PS
Lawrence Nelson
420 N Meridian, Ste B
Puyallup, WA 98371
(253)-845-8895
Fax: (253)848-4891
info@nelsoncarver.com

Gordon Thomas Honeywell
William E. Holt
1201 Pacific Ave, #2100
Tacoma, WA 98402

EISENHOWER & CARLSON
Carl R. Peterson, Attorney at Law/Owner
1201 Pacific Ave #1200
Tacoma, WA 98402

(253)-620-6412
Fax: (253)-620-6565
wholt@gth-law.com

Wiley Law Offices, PLLC
Boyd S. Wiley
12515 S. Meridian
Puyallup, WA 98373
(253)-200-2100
Fax: (253) 841-2866
bwiley@puyallup-law.com

Swanson Law Firm
Trevor Zandell
914 7th Ave SE
Olympia, WA 98501
(360)-236-8755
Fax: (360)-754-9719
Office@SwansonLawFirm.com

Jennie Patton Attorney at Law
2018 Caton Way SW
Olympia, WA 98502
(360)-352-9968

ESCROW ATTORNEYS

The Law Offices of Watson and Gallagher
Tom Gallagher
2748 Milton Way
Tacoma, WA 98443
(253)-926-8437

(253)-572-4500
Fax: (253) 272-5732
info@eisenhowerlaw.com
cpeterson@eisenhowerlaw.com
<http://www.eisenhowerlaw.com>

Jessica Jensen, Attorney at Law
2604 12th Court SW
Suite B
Olympia, WA 98502
(360)-705-1335
Fax: (360)-570-2038
info@jessicajensenlaw.com

Parr Law Firm
Victoria Byerly
Westhills II Office Park
Building 20A
1800 Cooper Point Rd SW
Olympia, WA 98502
(360)-357-3036
Fax: (360)-292-7881

McFerran Law, P.S.
Steve Stovall, Attorneys at Law
3906 South 74 th Street
Tacoma , WA 98409
(253)-284-3811
1-800-236-4948
Fax: (253)-284-9770

ACCOUNTING AND QUICKBOOKS

Backbone For Your Business, LLC
Matthew T. Sisco
4720 So Pine St #194
Tacoma, WA 98409
(253)-307-9758
mts@backboneforyourbusiness.com

Brantley, Janson, Yost & Ellison
Donna M. Snell, certified Quickbooks ProAdvisor
(Quickbooks)
1617 South 325th Street
Federal Way, WA 98003-6009
(253)-620-3122
(206)-212-3122
Fax: (253)-874-6831
dsnell@brantleyjanson.com

Cluster Business Services
Jewelee Umphres (Quickbooks)
5212 170th Pl SW
Lynnwood, WA 98037
(253)-846-1805

Armour Vickerman, PLLC certified Public
Accountant
6945 Littlerock Rd SW
Olympia, WA 98512
(360)-570-9933
Fax: (360)-570-9937
sue@avcpas.com

Bobbie's Business Consulting, Inc.
Certified Pro Advisor for Quickbooks that offers
bookkeeping for government contractors, and all
Industries
1201 E Yelm Ave., Ste 400-219
Yelm, WA 98597
(360) 972-2386
Fax (240) 396-5161
bobbie_duffy@msn.com

Bookkeeper Office
Hannah DeDios
1724 Cole St., Suite 3
Enumclaw WA 98022
(206-304-0460)
admin@bookkeeperoffice.com

Divito & Associates (bookkeeping services)
Audra Watson
10202 Pacific Ave. S. Suite 104
Tacoma, WA 98444
(253)-539-4287
Fax: (253)-539-4051
<http://www.Divitotax.com>

Andrea Bookkeeping Service
Andrea Maiuri
Bonney Lake, WA
(253)-862-7007
bookkeepingbyandrea@gmail.com
<http://www.bookeepingbyandrea.com>

Kim Adney, EA, ATA, ATP
(360)-459-8118 Tumwater

JAX LLC, Bookkeeping & Tax Services
2602 S38th ST. PMB 346, Tacoma, WA 98409
<http://www.JAX4BIZ.com>
JACK@JAX4BIZ.com
[\(253\) 344-6229](tel:(253)344-6229)

AA Bookkeeping & Accounting Service
Ernest Robella – owner
627 Durell Rd SE, A-101
Tumwater, WA 98501
PO Box 807Lacey, WA 98509
360-459-1348
erobella@aol.com

Jules Bookkeeping
Julie McReynolds
7631 Marvin Road Ne
Olympia, WA 98516
(360)-456-3177

Beancounters Services
Rosemary Short
2827 29th Ave SW
Tumwater, WA 98512
(360)-357-7081

Quick Train, Inc.
Rick Yale
2101 4th Ave E
Olympia, WA 98501
(360)-705-8392

Douglas McAlpine, CPA
Accounting for small businesses and Federal Contractors, DCAA audit assistance
Pacific Northwest Consultants LLC
19309 68th Ave S, Suite R111
Kent, WA 98032
[206.290.4921](tel:206.290.4921)
Pacifcnwc.com

INSURANCE BROKERS – Business

Taylor-Thomason Insurance Brokers
Tom Taylor
3401 S. 19th Street, Tacoma WA 98405
(253)-284-7900
office@ttib.net

Hentschell & Assoc.
Tom Duren
621 Pacific Ave, Ste 400
Tacoma, WA 98402
(253)-272-1151
<http://www.hentschell.com>

BKC Leavitt Group
Mark Hanks
2121 70th Ave West
University Place WA 98466
(253)-565-3500

The Urvina Insurance Agency
Joe Urvina
7610 Pioneer Way Suite 101
Gig Harbor, WA 98335
(253) 858-5881
Joe@UrvinaInsurance.com
<http://www.urvinainsurance.com>

Pilkey-Hopping & Ekberg
Reid Ekberg
rekberg@pheinsurance.com
2102 N Pearl St, Tacoma WA 98406
(253) 756-2000

BANKS AND OTHER LENDING INSTITUTIONS – START-UPS AND COMMERCIAL LENDING

Timberland Bank (Tacoma)

Paul Long

7805 S. Hosmer Street

Tacoma, WA 98408

(253)-472-4465

<https://www.timberlandbank.com/>

Banner Bank – West Side (Everett)

Diana Ortega

12717 4th Ave W C 1

Everett, WA 98204

(425)-339-6394

Banner Bank – SBA Specialist (Bothell)

Walter McLaughlin

10125 Main St,

Bothell, WA 98011

(425)-806-2881

BECU (Boeing Employees Credit Union) (Tukwila)

Joan Geraghty

12770 Gateway Dr

Tukwila, WA 98168

(206)-436-2420

<http://www.becu.org/>

Heritage Bank

Drew Reeder

V.P. Commercial Lending

(253)-671-4451

<http://www.bankonheritage.com>

Heritage Bank

Chuck Folsom

Senior V.P. Commercial Lending

(253)-572-5772

<http://www.bankonheritage.com>

Columbia Bank

Craig D. Chance

Senior Vice President, SBA and Commercial Loans

2820 Harrison Ave NW

Olympia, WA 98502

(360)-705-9843

cchance@columbiabank.com

Columbia Bank

Calvin Pearson

Vice President, Commercial Banking Officer

1301 A St

Tacoma, WA 98402

(253)-305 1940

cpearson@colombiabank.com

<https://www.columbiabank.com/locations/tacoma>

<https://www.columbiabank.com/>

Commencement Bank

Tim Boyle

1102 Commerce St

Tacoma, WA 98402

(253)-284-1807

info@commencementbank.com

KeyBank

Jennifer Ringenbach

Vice President, SBA Regional Manager

Business Banking

1301 Fifth Avenue 24th Floor

Seattle, WA 98004

(253)-305-7588

Jennifer_ringerbach@keybank.com

<http://www.keybank.com/>

KeyBank

Kevin Brown

Business Banking

(253)-274-4852

kevinbrown@keybank.com

Harborstone Credit Union

Jeff Levy

Vice President SBA Lending

(253)-983-7048

jeff.levy@harborstone.com

Kitsap Bank (Bellevue)
Janie Sacco
11711 SE 8th St, #310
Bellevue, WA 98005
(425)-455-9300
<https://www.kitsapbank.com/bellevue/>

Timberland Bank (Tacoma)
Paul Long
7805 S. Hosmer Street
Tacoma, WA 98408
(253)-472-4465
<https://www.timberlandbank.com/>

Pacific International Bank
8608 S Tacoma Way
Lakewood, WA 98499
(253) 984-7900

COMMERCIAL KITCHENS FOR RENT

The Gourmet Niche
7104 6th Avenue
Tacoma, WA 98406
(253)-565-0264
thegourmetniche.net

KBM Seattle
5604 Delridge Way SW
Seattle, WA 98106
(206)-669-2087
<http://www.kbmseattle.com/contact.html>

A-J Commissary
3201 4th Ave S
Seattle, WA 98134
(206)-743-8964
info@ajcommissary.com
<http://www.ajcommissary.com/>

Whimsy's Kitchen
5602 S Washington St
Tacoma, WA 98409
(253) 267-1073
info@whimsyskitchen.com

Us Bank National Association/USBancorp.
Jared Kacirk
Business Banking Officer
(253)-759-9476
<https://www.usbank.com/>

Wells Fargo
Neil Rochelle
1201 Pacific Avenue
Tacoma, WA 98402
(253)-593-5452
neil.rochelle@wellsfargo.com
<http://www.wellsfargo.com>

Sumner Cafe
909 Alder Avenue
Sumner, WA 98390
(253)-987-5402
sumnercafe@gmail.com
thesummercafe.com

USI Commercial Kitchen
4611 36th Ave SW
Seattle, WA 98126
(206)-935-0432
<http://www.usikitchenrental.com/>

Buckley Express Kitchen Rentals
28120 State Route 410 E SteA4
Buckley, WA 98321
www.buckleykitchen.com
(253) 259-9760

BUSINESS BROKERS

IBA, Inc. (Business Brokers)
Gregory Kovsky
40 Lake Bellevue Dr. STE 100
Bellevue, WA 98005
(800)-218-4422
(425)-454-3052
<http://ibainc.com/>

Sharp Brokerage Services (Business Brokers)
Gary Sharp
4423 Point Fosdick Dr, STE 100-12
Gig Harbor, WA 98335
(253)-851-8525
gary@sharpbrokers.com

KR Business Brokers/Sunbelt Seattle#1 (Business Brokers)
Affiliated with Sunbelt Business Advisors
Business People Working with Business People
Kirk L. Edwards, CBB,CBIS
(206)-391-7365 (cell)
(206)-641-7260 (fax)
<http://www.krbrokers.com/>
<http://www.sunbeltnetwork.com>

Roupp Acquisitions Inc. (Business Brokers)
Michael Roupp
815 1st Avenue, Suite 252
Seattle, WA 98104
(206) 915-9635
inquiry@rouppacquisitions.com
<http://www.rouppacquisitions.com/>
We represent Sellers and Buyers of privately held companies with revenue up to \$20,000,000 and/or EBITDA from \$200,000 to \$2,000,000.

CITY, COUNTY BUSINESS INFORMATION AND ASSISTANCE

Tacoma – Chamber Of Commerce
Gary Brackett, CCR, Business and Trade
Development Manager
(253)-627-2175
Fax: (253)-597-7305
gary.brackett@tacomachamber.org

City Of Tacoma
Tacoma Means Business
(253)-591-2012
<http://tacomameansbusiness.com/>
staff@tacomameansbusiness.com

Debbie Bingham
Economic Development Specialist
(253)-591-5117
debbie.bingham@cityoftacoma.org

- Debbie Bingham is responsible for supporting small businesses, primarily in the downtown area. She provides liaison support to the Lincoln and Stadium Business District, and specializes in helping businesses interested in exporting and importing. Debbie also coordinates the Sister City program for the City of Tacoma and the Multifamily Property Tax Exemption Program.

Kala Dralle
Economic Development Specialist
(253)-573-2523
kdralle@cityoftacoma.org

- Kala Dralle provides liaison support to the Fern Hill, Old Town, Pacific Avenue, Proctor Business districts, and the Tacoma Neighborhoods Together board. She provides business coaching services directly to small businesses. Kala is also the City's special events permitting authority.

Shari Hart
Economic Development Specialist
(253)-591-5208
shart@cityoftacoma.org

- Shari Hart is responsible for administration of the Neighborhood Business District Program and the Cross District Association board. She supports the Neighborhood Business Districts as a liaison to the Ruston Pt. Defiance and South Tacoma districts, while improving the business climate and pedestrian experience through streetscape improvements for all business districts. Shari is also available to provide consultative services to Tacoma businesses, as well as providing an opportunity for them to showcase their business on [TV Tacoma's Business Matters](#).

Carol Wolfe
Community and Economic Development Supervisor
(253)-591-5384
cwolfe@cityoftacoma.org

- Carol Wolfe supervises the small business and neighborhood community development team. She is a liaison to the 6th Avenue, Hilltop, McKinley, Portland Avenue, and Oakland Madrona Neighborhood Business districts. She is also available to troubleshoot neighborhood issues, and can help you directly or get you connected—fast.

THURSTON COUNTY ECONOMIC DEVELOPMENT COUNCIL

Michael Cade
Executive Director
4220 6th Ave SE
Lacey, WA 98503
(360)-754-6320
Fax: (360)-407-3980
mcade@thurstonedc.com
www.thurstonedc.com

Renee Sunde
Manager of Business Development
4220 6th Ave SE
Lacey, WA 98503
(360)-754-6320
Fax: (360)-407-3980
rsunde@thurstonedc.com
www.thurstonedc.com

PIERCE COUNTY, OFFICE OF COUNTY EXECUTIVE

(Note: 800 numbers, TDD numbers, and Fax numbers are the same for the following)

Denise Dyer
Economic Development Division Manager
(253)-798-6926
(800)-992-2456
Fax: (253)-798-6389
TDD/voice: (800)-833-6388
ddyer@co.pierce.wa.us

Robert Allen
Economic Development Division (*maps*)
(253)-798-6915
rallen3@co.pierce.wa.us

Kevin Clegg
Economic Development Division, Business
Development Services
(253)-798-6639
kclegg@co.pierce.wa.us

Joseph Phillips
Economic Development Division, Special Assistant
for Business Services (*permits*)
(253)-798-3813
jphilli@co.pierce.wa.us

Sheree Clark
Economic Development Division, Loan Officer
(253)-798-6916
sclark1@co.pierce.wa.us

PIERCE COUNTY, DEPARTMENT OF FACILITIES MANAGEMENT

Rick Tackett
Real Property Management Specialist
(253)-798-6200
Fax: (253)-798-7401
rtacket@co.pierce.wa.us

CITY OF LAKEWOOD

Becky Newton
Economic Development Manager
(253)-589-2489
bnewton@cityoflakewood.us

CITY OF AUBURN

Doug Lein
Economic Development Manager
(253)-804-3101
dlein@auburnwa.gov

CITY OF PUYALLUP

Economic Development Office
(253)-770-3370

GRANT WRITERS

Collaborative Partners Initiative
www.thecpin.com
Email: info@thecpin.com
Phone: 253-841-9647 or 253-820-6848

www.fiverr.com

www.grantwriters.org

FRANCHISING

The Owners Alliance
Natalie Barnes
(253)-321-1738
(866)-683-9228
natalie@theownersalliance.com
<http://www.theownersalliance.com/>

Franet (Score Resource Partner)
FranNet Pacific Northwest
Charlie Magee
Franchise Advisor
(360)-489-2153
magee@frannet.com

The Entrepreneur's Source
Jim Pullen
(206)-324-1182
(877)-441-4300
esource@usa.net
www.TheESource.com/Pullen

The Entrepreneur's Source
James Frank (Business coach)
(206)-399-2512
frank@TheESourceCoach.com

Lean Mfg & ISO Consulting

Impact Washington
J. Michael O'Byron (Puyallup)
(425) 287-6808
www.impactwashington.org

ARCHITECTS

Jim Castino Architecture
James Castino
7195 Wagner Way NW #201
Gig Harbor, WA 98335
(253)-851-7648
jimcastino@comcast.net
www.castino-arc.com

Carstore Design
David Sova
(206)-463-7701
davidsova@carstoredesign.com

Austin Cina Architects, PS
Michael A. Cina
12202 Pacific Ave S
Tacoma, WA 98444
(253)-531-4300
architect@austincina.com
www.austincina.com

Hansen, Hansen, And Johnson Architects, PLLC
Roger Hansen
601 St. Helens
Tacoma, WA 98402
(253)-922-4168
Fax: (253)-922-7391
www.hhandj.com

COMMERCIAL BUILDERS

John Korsmo Construction, Inc.
John Korsmo, Jr.
1940 E D Street
Tacoma, WA 98421
(253)-582-6712
Fax: (253)-582-6788
info@korsmo.com
www.korsmo.com

Merit Company
Len and Carl Zarelli
3020 96th St South
Lakewood, WA 98499
(253)-588-9100
Fax: (253)-588-9186
tomm@meritnw.com
<http://www.meritnw.com/>

BPCI (Accrete Construction LLC)
Bob Pearson, Sharla Pearson, Mike Cholerton,
Russ Morris
801 Valley Avenue N.W., Suite A
Puyallup, WA 98371
(253)-922-3399
Fax: (253)-922-1251
michael@bpci.net
www.bpci.net

Jody Miller Construction
Jody Miller
227 163rd St South
Spanaway, WA 98387
(253)-537-6116
Fax: (253)-536-1074
<mailto:jody@jodymillerconstruction.com>
<http://jodymillerconstruction.com/home.php>

WEB DESIGNERS/ADVERTISING

In the early days of the internet websites were painstakingly developed by coders who developed them from scratch. Fast-forward to today when most websites are developed using an existing template and can be developed for a fraction of the costs incurred a decade ago. Many entrepreneurs now develop their own website using tools and templates provided by services such as Wordpress.org, Squarespace or GoDaddy. Many contain the same four pages as follows: **Home** page, **About** page, **Products or Services** page and **Contact** page. Many entrepreneurs will find that they can develop a simple four-page website themselves at a very low cost or obtain assistance from a service provider at costs ranging from free (visit a local community college to determine if a technology student can fulfil your project needs as part of their learning experience) to about \$400 - \$900 dollars. More elaborate websites will cost more. Be sure to have assembled the message you want to convey, your logo and photos and such. Many business services can be purchased from web-based freelancers. To find these go to **fiverr.com** or **upwork.com** go to Craigslist and search the Services section. Here are some local service providers:

Rick Hogan
Social Media Coach, Hogan Multimedia
(253)-770-8080
rick@hoganmultimedia.com
<http://hoganmultimedia.com>

Data Imagery
Eric C. Jones
602 N State Street
Tacoma, WA 98403
(253)-461-1110
Fax: (253)-461-1113
eric@data-imagery.com
www.data-imagery.com

Kelsey Parkhurst Design
Kelsey Parkhurst (posters, web design, signs, promotions)
(253)-514-0050
kelseyparkhurst@hotmail.com
kelsey@kelseyparkhurst.com
www.kelseyparkhurst.com

Strategy3
3820 N 27th St
Tacoma, WA 98407
(253)-503-0328
www.strategy3degrees.com

Site Crafting
Garth Humbert (web design, application)
Michael Pierce (web design, application)
2716 A Street
Tacoma, WA 98402
(253)-272-2248
Fax: (253)-276-0192
hello@sitecrafting.com
www.sitecrafting.com

Rusty George Creative (Web Design, Graphic Design)
Lance Kagey
Ryan Milne
732 Broadway, Ste. 302
Tacoma, Washington 98402
(253)-284-2140
Fax: (253)-284-2142
info@rustygeorge.com
www.rustygeorge.com

Text Message Marketing Services

www.textedly.com
www.podium.com
<https://simpletexting.com>

Email Marketing Services

[Marketing, Automation & Email Platform | Mailchimp](#)

[Email Marketing Software | Constant Contact](#)

Free Alternative to Microsoft Office 365 - www.libreoffice.org

Free Training Resources

A vast array of online training resources is available in our library systems as a free service. The following services are just the tip of the iceberg.

Lynda.com (now owned by LinkedIn) – This service offers training for Excel, Office 365, WordPress5, Photoshop 2021 and much more. It is available at Pierce County Libraries (www.piercecountylibrary.org), Tacoma Public Libraries (www.tacomalibrary.org) Timberland Libraries (www.trl.org) and Seattle Public Libraries (www.spl.org)

Other free online training:

1. I searched for “excel tutorial” at youtube.com and a wealth of free tutorials are available. This is the first one listed and it has been viewed over 9 million times. It also contains a link to many more excel tutorials from the same instructor.

<https://www.youtube.com/watch?v=rwbho0CgEAE>

2. This link is to several free Excel tutorials provided by Microsoft:

<https://support.microsoft.com/en-us/office/excel-for-windows-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb>

3. This training is from a company called GCF Global. They have free videos for a wide variety of products. <http://www.gcflearnfree.org/excel2010>

BUSINESS RESEARCH /INFORMATION WEB SITES

- Services and products used by government agencies:
Central Contractor Registration (CCR) is now located within the System for Award Management
<http://www.sam.gov>
- Listing of products and services that the government is trying to buy:
www.FEDBIZOPPS.gov
- Information from federal, state and local governments concerning forms, licenses, permits and regulatory information that business owners need to run their operations:
www.Business.gov
- Registered trademark information, US Patent and Trademark Office:
www.uspto.gov
- Unregistered trademarks:
www.bigbook.com
www.thomasnet.com
- Invention protection - Provisional application for patent (PAP) YUSPTO web site at:
www.uspto.gov
- Access existing company's business plans:
Business Plans Book (a database available free through Pierce County Library)
www.liveplan.com (fee based service containing many sample business plans)
- Email counseling on:
www.SCORE.org
- Demographics by ZIP Code:
www.city-data.com

A similar service from the Census Bureau

<https://www.census.gov/data/data-tools/cbb.html>

- Information on Competition in your Business area:
You are able to access this web site via the Tacoma Public Libraries.
www.referenceusa.com

A similar service available through Pierce County Library's online service
Mergent Intellect (look in the E-Sources section at PCL)

- Excellent WEB site to view. County growth data comparisons by year and displayed in charts:
www.youreconomy.org

PTAC – No cost, confidential, one-on-one technical assistance in all aspects of selling to federal, state and local governments

To learn more about this valuable service and to make an appointment for assistance please click the following link. [Washington PTAC - PTAC - Washington State Procurement Technical Assistance Center](#)

Washington State Department of Enterprise Services

Do you want to do business with Washington state? We can help!

-
The Department of Enterprise Services (DES) is the lead procurement agency for the state of Washington. DES manages over 200 statewide master contracts with vendors that sell \$1.9 billion in goods and services to over 1,600 state, local and tribal governments, schools, and nonprofits.

-
Please visit the DES's [website](#) to learn more about how to sell goods or services to the state.

- Register your business at [Washington Electronic Business Solution \(WEBS\)](#)
- [Find current Master Contracts](#)
- Check out the state's [planned procurements](#)
- Certify your business as a small, minority, women-owned at [OMWBE](#)
- Are you a veteran-business owner? Certify your business at the [WA DVA](#)

Do you have questions or need help? Don't hesitate to get in touch with Kim Sauer, Business Diversity Program manager at DES at kim.sauer@des.wa.gov

OMWBE - Washington State Office of Minority and Woman's Business Enterprises: [Office of Minority and Women's Business Enterprises | \(wa.gov\)](#)

Veterans Business Outreach Center

[Veterans Business Outreach Center \(VBOC\) – Business Impact NW](#)

Washington State Farmer's Market Association

[Washington State Farmers Market Association \(wafarmersmarkets.org\)](#)

Food Safety Rules and Regulations – Washington State Department of Health

[Food Safety Rules and Regulations | Washington State Department of Health](#)

Food Truck links

[Washington State Food Truck Association \(wafoodtrucks.org\)](#)

<https://lni.wa.gov/licensing-permits/manufactured-modular-mobile-structures/food-trucks-trailers/>

Places for Freelancers to Sell Services (or for you to purchase such services)

[Fiverr - Freelance Services Marketplace](#) A wide variety of business services from a distance

[Upwork | The World's Work Marketplace](#) A wide variety of business services from a distance

[TaskRabbit: Same Day Handyman, Moving & Delivery Services](#) Local services such as assembly of Ikea type furniture, dog walking, package deliveries etc.

For alternatives search on the internet such as “taskrabbit alternatives”

Places for makers to sell their products at wholesale to small stores everywhere

[Faire | Online Wholesale Marketplace for Retailers & Brands](#) Currently charge 25% for first order and 15% thereafter

For alternatives search on the internet for “Faire alternatives”