



# Step 6: Build My Support Team



Easy Read



Small Business



Government of **Western Australia**  
Department of **Communities**

These resources have been developed with support from the Small Business Development Corporation. This project is an NDIS Information, Linkages and Capacity Building (ILC) initiative.

# How to use this document



WA's Individualised Services (WAiS) wrote this information. When you see the words 'we' or 'us', it means WAiS.



We have written this information in an easy to read way.

We use pictures to explain some ideas.



There are words you need to know and understand when you start a business.

Some words are written in **bold**.

We explain what these words mean.

There is a list of these words on page 13.



You can ask for help to read this information.

A friend, family member or support person may be able to help you.



# Your Support Team



When you have your own business, it is a good idea to have a team of people you can trust to support you. They can help you with your business.

There are different types of people who can help with your business. They can be **professionals** or people you already know.

Your team helping you could have:



- an accountant



- a lawyer



- an advisor from the Small Business Development Corporation



- a business mentor



- your own group of supporters

# An accountant



An accountant is someone who:



- can help you with your business money

- can give advice and information about:



- How you run your business



- Hiring workers

You can find an accountant by:



- asking people you trust if they know a good accountant



- going to [www.cpaaustralia.com.au](http://www.cpaaustralia.com.au)



- going to [www.charteredaccountantsanz.com](http://www.charteredaccountantsanz.com)

# A lawyer



A lawyer is a person who:



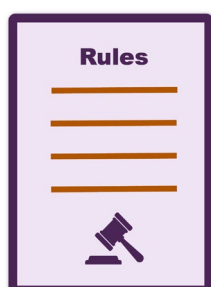
- knows and understands the law



- can help you with **contracts, leases** and other documents



- can give advice and information about:
  - your rights and responsibilities



- rules for your business



- how to buy or sell a business



- what to do when you do not agree with someone about the law

You can find a lawyer by:

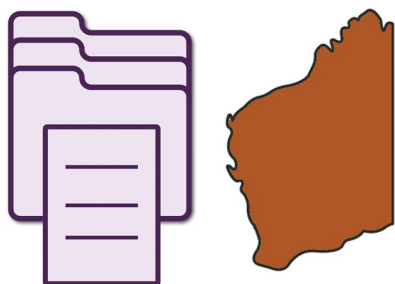


- asking people you trust if they know a good lawyer

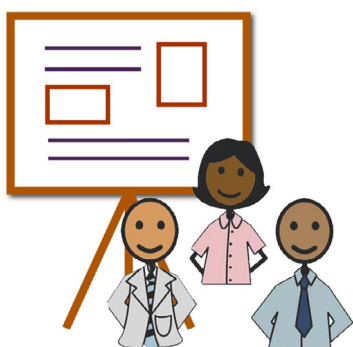
- going to <http://lawsocietywa.asn.au>



# The Small Business Development Corporation (SBDC)



The Small Business Development Corporation gives information and advice to small business owners in Western Australia.



The Small Business Development Corporation has business advisors and lots of workshops.

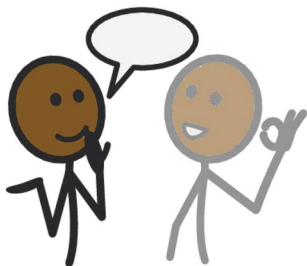


To find out more information, go to:  
[www.smallbusiness.wa.gov.au/business-advice/business-local](http://www.smallbusiness.wa.gov.au/business-advice/business-local)

# A business mentor



A business mentor is someone who knows about owning a small business.



You can ask a business person you trust, to give you advice and support about starting your business.

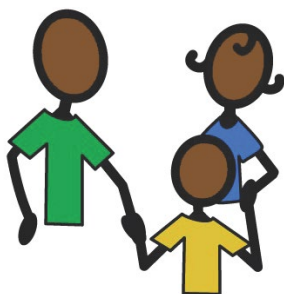


If you do not know a business person, you can contact the Small Business Development Corporation who have business advisors.

# Your own group of supporters



They can be the people you trust, who care about you and know you well. They can be:



- family



- friends



- neighbours



- support workers



- other people in a paid role



Some of these people might know about owning a small business.



They might also be interested in your business and want to help.



Your supporters might help you with:



- deciding what things you are good at



- deciding what things you might need some help with



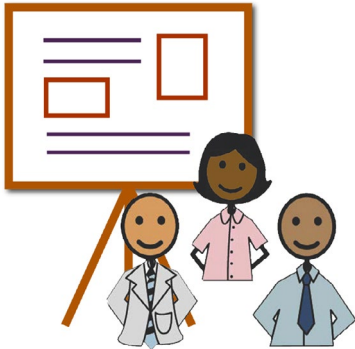
- deciding whether you have a good business idea



- thinking about different ideas



- thinking about other people who can help with your business



- going to workshops with you, if you want them to



- working out problems



- celebrating success with you



- listening about what you want to do with your business

# Word List



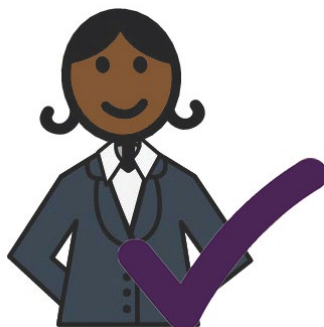
## Contract

A contract is when people agree about what they can and cannot do. It is when you make a promise to each other. Contracts can be spoken or written.



## Lease

A lease is a contract to rent a place for your business. It allows you to use a shop or building for your business.



## Professional

A professional is someone who has been specially trained or educated.

## Notes

[illegible]



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## Notes

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## Contact us



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