

Essentials of Systems Integration™ Online

Spend your time making money, not policy. NSCA's Essentials of Systems Integration™ Online includes 650+ industry standard forms and agreements in human resources, legal, finance and more. The search engine and installation function allow you to easily find and modify documents to fit your needs. Customize the employee manual template, increase retention with the tuition reimbursement form and write a first-class business plan. Find these and other solutions online today.

TABLE OF CONTENTS

Research and Benchmark Standards

- Commercial and Professional Audio Market
- Compensation and Benefits
- Financial Analysis of the Industry
- Guide to Doing Business in Government A/V
- Guide to Doing Business in Sports A/V
- Guide to Doing Business in Retail A/V
- Labor Installation Standard
- Market Intelligence Briefings
 - Adding Value in the Midst of Price Pressures
 - Consultant Perspectives
 - Defining the Undefinable
 - Design Build Trends in the Commercial Electronic Systems Industry
 - Field Sales Force 2003
 - Global Perspectives: International Systems Contracting Landscape
 - HOW Market: Opportunities and Challenges
 - Independent Field Sales Rep Perspectives
 - Integrator and Manufacturer Perspectives
 - Specifier Perspectives
 - Supplier Relations
 - Systems Contracting Firms Profile and Trends
 - Systems Integration - How Are We Doing
 - Systems Integration and Networking
 - Technical Issues in Systems Contracting
 - Through Their Eyes: Construction Industry Perspectives on the Commercial Electronic Systems Industry
 - Training and Certification
 - Vertical Market Applications
 - Vertical Market Study: Education K-12
 - Vertical Market Study: Healthcare Facilities
 - Vertical Market Trends
 - Year-End Wrap Up Report
- McGraw-Hill Analytics
- McGraw-Hill Construction Outlook 2007
- McGraw-Hill Education Green Building SmartMarket Report
- McGraw-Hill SmartMarket Report: Key Trends in the Construction Industry - 2006
- Purchasing Practices in Pro A/V
- Use of Audio Equipment in American Churches
- Use of Projectors in American Churches

Standard Forms and Agreements External Documents

- AIA Standard Documents
- AIA G703 Schedule of Values
- Best Practices In Proposal Writing
- Bill of Materials
- Budget Template
- Capital Request Form
- Cash Flow Projection Worksheet
- Change Order Log
- Change Orders
- Chart of Accounts
- Conditional Waiver and Release on Final Payment
- Conditional Waiver and Release on Progress Payment
- Customer Satisfaction Surveys
- Electronic File Use Request
- Electronic File Use Transfer Agreement
- Estimates
- Job Quote and Orders
- Labor Productivity Budget
- Lien Waivers
- Maintenance Agreements
- Payroll Analysis
- Performance Bond
- Performance Warranty
- Project Completion Form
- Project Punch Lists
- Rental Agreements
- Rental Contract Terms and Conditions
- Sales and Installation Agreements
- Sales Quote Letters
- Sample Financials
- Scope of Work
- Training Sign Off Sheet
- Unconditional Waiver and Release on Final Payment
- Unconditional Waiver and Release on Progress Payment
- U.S. Government Proposal Requirements Internal Documents
- Billing Rate Analysis
- Cost Calculator Model
- Estimating Systems Projects Guide
- Independent Contractor Agreement
- Job Detail Checklist

- Location Notice
- Meeting Agenda
- Monthly Operations Report
- Payment Terms Policy
- Project Life Cycle Chart
- Quarterly Sales Plan
- Rate Your Customer Service
- Return Authorization Form
- Role of a PM Checklist
- Sales Forecast (12 Months)
- Sales Order
- Sales Order Job Notes
- Sales Pipeline
- Schedule of Values
- Scheduling Matrices
- Site Inspection Template
- Systems Checklists
 - Audio
 - CCTV
 - Data Networking
 - Education PA Intercom
 - Fire Alarm
 - General
 - Media Retrieval
 - Nurse Call
 - Telecommunications
 - Video
- Technician Reference Binder v.02
- Work Breakdown Structure Human Resources
- Application for Employment
- Business Plans
- Cell Phone Use Policy
- Company Issued Credit Card Policy
- Company Vehicle Agreement
- Compensation and Employee Agreement
- Compensation Plans
- Compliance Posters Guide
- Department of Labor
- DOL Compliance Advisor
- DOL Guide to Forms & Regulations
- Drug Testing Policy
- Elements of an Employee Handbook
- Employee Handbooks
- Employee Handbook Sign Off Sheet

- HR Help
- Internet and Email Use Policy
- Non-Compete, Non-Disclosure Agreements
- Offer of Employment Letter
- Org Charts
- OSHA Directory
- Pre-Employment Questions
- Proprietary Rights Agreement
- Recruiting and Retaining Quality Employees
- Safety Manual
- Selecting and Retaining a World-Class Workforce
- Severance Agreements
- Technician Test with Answer and Scoring Sheets
- Training Reimbursement Agreement
- Travel and Expense Reimbursement Guidelines

Job Descriptions

- Accountant
- Accounting Purchasing Manager
- Administrative Assistant
- A/V Design Engineer
- CAD Operator
- Chief Financial Officer
- Chief Technical or Information Officer
- Customer Service Representative
- Design Engineer Level I
- Electronic Systems Technician
- Estimator
- Installer
- Inventory Clerk
- Manager of Information Systems
- Marketing Manager
- Network Administrator
- Office Manager
- Operations Manager
- President/General Manager
- Project Administrator
- Project Coordinator
- Project Engineer
- Project Manager
- Purchasing Agent
- Sales Executive
- Sales Manager
- Service Coordinator
- Support Engineer
- Systems Engineer
- Treasurer/Chief Financial Officer
- VP of Operations
- VP of Sales
- Warehouse Manager Performance Appraisals
- Administrative Assistant
- Electronic Systems Technician
- Estimator
- Installer
- Operations Manager
- Sales Executive
- Sales Manager
- Systems Engineer

Industry Advocacy

- 2004 MasterFormat™
- ADA Compliance Manuals
- ADA Errors and Omissions

- ADA Standards
- ANSI Standards
- Apprenticeship 101
- Apprenticeship: What You Need to Know
- Canada Green Building Council
- Changing The Building Technology Landscape
- Construction Outlook 2007
- Electrical and Electronics Popular Standards
- Industry Links
- International Code Council
- ISO
- Know The Code
 - Abandoned Cable
 - Cable Listing and Marking
 - Cable Support
 - Dry Damp Wet Apps
 - Grounding
 - NEC 2005
 - Updates
- National Electrical Code
- SIC NAICS Codes
- SOC Classification on Insurance
- SOC Classifications
- State Licensing Guide
- Systems Integration Terms and Definitions
- Telecommunication Standards
- TIA EIA Wiring Standards
- Tips for Communicating with Elected Officials
- UCC Forms: A Brief Explanation of the Uniform Commercial Code
- Underwriter's Laboratory
- U.S. Green Building Council

Sales and Marketing

- 404 Error Message
- 404 Error Message Instructions
- CAN SPAM: What Is It
- Company Brochures
- Creative Brief Template
- Credibility Killers
- Customer Authorization Publicity Release
- Defining NSCA
- Eight Quick Ways To Stimulate Sales
- Email Newsletter
- Employee Incentive Form
- GO/NOGO Matrix
- Marketing: Be Proactive Or Perish
- Marketing Budget Template
- Marketing Wisdom for 2006
- MarketingSherpa
- Maximize The Effectiveness Of Your Web site
- New Business Request Form
- Permission Email Marketing
- Press Release
- Product Service Launch Checklist
- Profiling A Lost Account Worksheet
- Quarterly Sales Plan
- ROI Worksheet
- Sales Client Checklist
- Sales Compensation Plan
- Sales Forecast (12 Months)
- Sales Order
- Sales Order Job Notes

- Sales Pipeline
- Sales Process and Tools
- Sales Prospect Checklist
- Sales Team Evaluation Form
- Sales Tools Checklist
- Sample Opt-Out Language
- Search Engine Optimization Checklist
- Web page Samples
- What is the Best Way to Pay My Salespeople?
- Writing a Killer Proposal

Tech Tutorials™

- Calibrating Flat-Panel Displays
- Constant Voltage Loudspeaker Systems
- Designing Line-Array Systems
- Fiber Optics in A/V: The Practical Side of the Technology
- Rich Media Streaming
- Rigging For Systems Integrators
- Sound Fields in Enclosed Spaces
- Understanding 3LCD Technology
- Understanding and Eliminating Video System Ground Loops
- Understanding Direct Digital Video Transmission

Tools for Independent Sales Reps

- Agreement Between Sales Rep Firm/Salespeople
- Certified Professional Manufacturers' Representative (CPMR) Program Brochure
- Certified Sales Professional (CSP) Program Brochure
- Developing New Markets with Professional Field Sales Reps
- Evaluation of a Prospective Principal Form
- Guidelines for Becoming a Rep
- Guidelines for Establishing a Rep Council
- Guidelines for Negotiating Agreements between Sales Reps and Manufacturers
- Guidelines for Negotiating Agreements with Sub-Representatives
- Sales Rep Commission Protection Laws
- Split Commission Request Form
- Split Influence Recommendations
- Standards for Point-of-Sale Reports

Tools for Manufacturers

- Certified Professional Manufacturers' Representative (CPMR) Program Brochure
- Certified Sales Professional (CSP) Program Brochure
- Developing New Markets with Professional Field Sales Reps
- Evaluation of a Prospective Representative Form
- Guidelines for Establishing a Rep Council
- Guidelines for Negotiating Agreements between Sales Reps and Manufacturers
- Selling through Manufacturers' Representatives
- Split Commission Request Form
- Split Influence Recommendations
- Standards for Point-of-Sale Reports