



DEKALB COUNTY GOVERNMENT  
PURCHASING AND CONTRACTING DEPARTMENT  
CONTRACT COMPLIANCE DIVISION

**W. Burrell Ellis, Jr.**  
Chief Executive Officer

**Kelvin L. Walton**  
Director &  
Chief Procurement Officer



# brown BAG seminar

## Business Etiquette

**The unwritten rules of business relationships:**

- **Discover what your business needs to succeed!**
- **What does the information on your business card or voicemail say about you?**
- **Learn how to use Social Media properly.**

**Presenter: Mr. Sandy English**  
Small Business & Group Consultant/Coach

4 Ways to Register  
Phone, Fax, Email or Event Brite:  
<http://march2012brownbag.eventbrite.com/>

**Thursday**

**March 15, 2012**

**12:30 - 2:00 PM**

**LOCATION CHANGE**

**Clark Harrison Building  
Conference Room A  
330 W. Ponce de Leon  
Decatur, GA 30030**

- **Free and open to the public**
- **Bring your bag lunch**
- **Dessert and beverages provided**

**Register by email at:**

*For More Information contact the Contract Compliance Division at 404-371-4730*

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Number Attending: \_\_\_\_\_