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How to use help :

Place the cursor on the underlined green text which best describes the area with which you need help and click the left mouse button. This action will take you to the help area selected.   For definitions place the cursor on the broken underlined green text and click the left mouse button. To clear a definition click the definition box.

Use scroll bar on the right side of the help window as necessary to access more of the information. Click the button labeled **"Back"** at the top of the help window to return to the prior screen.

The following is a list of functions available in help:

ABOUT

About

Place to Place is a program designed to quickly find key information necessary to determine the financial impact of moving from one location to another .

The **Cost of Living Factors** given in this program are based on a compilation of   data gathered from public and private sources, including reports in publications and by organizations measuring a specific sector of the economy.

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To order this program or to update your current information please write or call:

INTRODUCTION

Introduction

Welcome! to **Place to Place**

We hope you will find this program and the information it provides helpful.   The program can be operated using a   mouse or directly from the keyboard using the {Alt-F} in combination with {scroll}   and {tab} keys.

The **Entry Screen** provides basic information about the program.   To enter the program from this screen place the **mouse cursor on the button labeled "Continue"** and **click the left mouse button or depress the {enter} key**.

QUICK LOOK

Quick Look

Quick Look is designed to allow for rapid cost of living comparisons between statistical metropolitan area (SMA) of the United States.

The **COL Index** provided is a derivative of the **CPI**.   The index reflects the Bureau of Labor Statistics <u>recommended weighting of items</u> and reflects how local expenditures compare to the national normal. The actual COL Index is based on data other than the <u>CPI</u>. Please note! Your cost of living might be different based on your own personal needs.

How to use "Quick Look".   Quick Look has **two (2) list boxes**.   The **list box on the left** should be **set to your current location** and the **list box on the right** should be **set to your potential new location**.

Each list box can be set as follows: **place the mouse cursor on the list box a scroll bar up or down arrow** (if you just entered the down arrow) and **scroll** *(depress the left mouse button)* the cities listed**,** once you have located the appropriate city **place the mouse cursor on the city name and click the left mouse button**. *This will cause a highlight action to occur*.

The COL Index will appear below the table. We recommend doing the current location first. Once that is complete, in a similar fashion go to the new locations scrolling table and in a similar fashion select the city. With both tables selected, you will see the **Percentage COL Factor Difference** appear in the box just above the tables.

An equivalent salary calculation can be obtained by simply **moving your mouse cursor to the white space labeled "Enter Current Salary Requirements" and click the left button**.   Then **type you current salary requirements**.   The $ need not be typed the system will convert to currency automatically. **The Equivalent Salary** at the New Location **appears in the white space directly below** the salary entry point.

If more information is desired move the mouse cursor to the button labeled "**In Depth Look**" and **click the left mouse button.**

If you have completed your comparison move the mouse cursor to the "**Exit**" button and **click the left mouse button.** This will close the program and erase your input data.

IN DEPTH LOOK

In Depth Look

The **In Depth Look Screen** provides for additional economic data broken out in more detail.   While much data is available on this screen, the screen and tools provided are relatively easy to use.

Under **Current Location** move the <u>mouse cursor</u> to the state selection <u>combo box</u> down arrow and click the left mouse button. Scroll to the desired state and click select a state then do the same with a city. The economic data   for your current location appears directly below in the fields provided.

Under **New Location** move the <u>mouse cursor</u> to the state selection <u>combo box</u> down arrow and click the left mouse button. Scroll to the desired state and click select a state then do the same with a city. The economic data for your new location appears directly below in the fields provided. A % delta calculation provides the percentage difference between indices by key categories.

Once you fully select a new location,   the state Income and sales taxes based on 1994 information appear under "State Tax Schedule for New Location". While this data is already included in the cost of living summary data, it is still a frequently asked question.

Likewise, the phone number for the local Chamber of Commerce for the new location appears in the area labeled "For additional information call". Please note! telephone numbers change frequently.   The numbers within place to place are from 1994 directories.

COL Index

Cost of Living Index - cost of a category of items in one area as compared to another area.   Example Medical Care in Chicago compared to Medical Care in Boston.

CPI

Consumer Price Index is the cost of the same category or list of   items in the same location as benchmarked against a base year. The BLS uses 1981-82 as the base year and has set the value for the CPI at 100 for that time frame. However these cost are not bench marked against another area and do not reflect cost of living data from area to area.

The cursor of a windows compatible pointer is generally an arrow on your screen but the exact appearance is dependent on how your system is set up.   The cursor moves as the mouse or other pointer mechanism is moved.

List Box

A list box is a box in which a value list or multiple value list appears. On the right hand side of the list there is a scroll bar with arrows at the top and bottom. An indicator shows where you are relative to either end of the list.

Speed Hint! Click the list box and type the first letter of the state.   The program scans down to that letter. If you are below the state already then depress the arrow up key until the state and city you want is highlighted.

Equivalent Salary
The salary at the new location which is anticipated to have equal in buying power to the old location.

Combo Box

A combo box is a data selection box which has a down arrow at the right end. When the arrow is depressed a fly out scroll table of values appears. The table may fly out up or down dependent on the program. Once the fly out table appears use the up and down scroll arrow to locate the value desired. Place the mouse cursor on the value and click the left mouse button. The value will be highlighted.

WHAT IS IN THE NUMBERS

What is in the Numbers

The data is defined by SMA (Statistical Metropolitan Area). These are standard government survey areas.

State and Local Taxes are based on calculated state income taxes, calculated sales taxes, and average real estate taxes from census data. Be sure to check for other types of taxes like a local income or use taxes for your exact location of your work. Source - Government Data IRS and the Statistical Abstract of the U.S.

Average Housing Price data is gathered from actual courthouse records. This number reflects the average selling price of homes in a specific area: generally this can be thought of a (3) bedroom, (6) Room house of approximately 1750-2000 Sq. Ft.. with a lot size of 8000 - 10000 Sq.Ft. Sources - NAR and NAHB

Utilities are based on the actual cost to heat and cool a 1850 sq. ft. home and a typical electric power usage. This calculation considers the consumption of heating and cooling in BTU's and the average value for utilities state by state. Before buying a home be sure to understand the rate structure for these utilities. Sources - Government Data NOAA and EIA.

State College Cost reflects the average state college tuition, room, and board for a FTE student per year. Please Note! Medical college and private institutions tuition's are not reflected. Sources - U.S.Dept of ED.

Food is based on food at home. This is a typical food basket cost using data from major publications which break down cost by metropolitan areas.

Medical Care is based on medical services by SMA. Source - NHA plus other published data.

Transportation is based on government census data on commute distance and is adjusted to reflect the cost of fuel by SMA. Over 85% of Americans drive to work alone.

Other Products

Other products

This file has hyper text (click) on the Green Text and the progam will automatically direct you to a discription of the program selected.

Place to Place The complete version of Place to Place has the tax adjusted cost of living factor for approximately 300 Cities (SMA). Does an opportunity reflect a real earnings increase?

Executive and Professional Search Program is complete set of search management   tool. This program includes **"Place to Place"**,as well as, an extensive set of tools to aid in networking, mass mailings to specilized recruiters and more.

Growth 200 is a sortable database that defines the 200 fastest growing companies and its key contacts.

Today is a tool designed to maintain and arrange your schedule and identify priorities. This product includes a day planner and planning calendar.

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Berkshire Data Systems
P.O Box 1126
Enfield, CT 06083-1126

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Place to Place

Place to Place point and click program that provides data on the cost of living as indexed between approximately 300 cities (SMA's) nationwide.   The cost of living is given (2) ways noncompensated for taxes and compenstated for taxes.   The tax adjusted (compansated) cost of living reflects the impact of the local tax structures on the cost of living index.   The progam features a side by side quick analysis tool complete with an equivalent salary calculator and an in depth analysis tool with a side by side analysis of key budget items; such as: Housing, Utilities, College Cost, Transportation, and Health Care, and more.   Data produced by the analysis can be output in hard copy with a single push button action. This program is designed to help you understand the financial implications of a move.   Cost of living and tax structures can vary radically in from location to location. **Does an opportunity reflect a real earnings increase?**   This program is designed to aid job seeker, personnel offices, search firms and others involved in a potenital move.

Executive and Professional Search Program

This Program is designed to help organize and conduct a job search.   The tools provided will help an executive or professionals succeed in today's job market place.   Simply stated: **this product is executive and professional survival kit.**

Recruiters - Over **3000+ recruiting firms and key contacts**. Point and click selection and sorts by industries, positions, regions and other factors. **Creates envelope and cover letter merge files.**

Networking - Allows creation, modification and storage of key information about personal and recruiter contacts. Plus, provides information on **300+ job search services and support groups**.

Interim Positions - **125+ Firms and contacts specializing in interim positions and 250+ of america's top technical contract services firms.**

Info/Letters/Resumes - Provides important **information on job search**, as well as, **sample letters and resumes** "on screen" and in hard copy output.

Place to Place - Does financial analysis of potential moves based on the tax adjusted **cost of living in 300 metropolitan areas** in seconds.

Features & Benefits

Full Mail Merge Capabilities
Compatible with MS-Word, Lotus AMI Pro, WordPerfect, others WP's
ASCII Delimited Format.
Point and Click Sorting for recruiter mass mailings.
Auto Dial - Point and Click Phone Dialing
"Personal Data Disk"   Protects Your Privacy
Drastically Reduces Mailing Cost and Time
Increases Opportunities.
Generates Specialized Reports and List.
Hard Copy Output of Sample Documentation.

Requires: DOS 5.x or higher,   MS Windows 3.xx,   4Megs. Ram,   6 Megs of HD

Growth 200

Provides an **overview of 200 of America's fastest growing companies along with key contacts**.
Sort by state, city, region, business and featuring: mail merge, auto-dial, and networking tools section.

Today

This   is a must have tool that is designed to maintain and arrange your daily and weekly schedules and identify priorities from your to do list.   This product includes a day planner and planning calendar, as well as, a contact manager   with full auto dial capabilities.

HOW TO ORDER

How to Order

To Order Products From Selfplace Technologies, please send a check or money order made out to **Berkshires Data System.**

care of:

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Please specify product and quanity desired.

Place To Place @ $19.95 +$5.00 S&H

Growth 200 @ $19.95 +$5.00 S&H

Phoenix - SMT @ $79.95 + $5.00 S&H

Today @ $14.95 +$5.00 S&H

Phone Orders using VISA or MC call 203-749-1368.   No C.O.D.'s

Our normal policy is shipment within 24 Hours of reciept of order.