



## Advanced

### Website and Branding

- 5 page website with content management system for easy self-updating
- Logo design (up to 3 revisions)
- Company stationery, to include:
  - Letterhead
  - Compliment Slip
  - Invoice, Remittance Advice, Credit note
  - Email Template

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### Statutory

- Company formation at Companies House, documents to include:
  - Certificate of Incorporation
  - Memorandum and Articles of Association
  - Share Certificate
  - Business bank account
- Statutory registration with H M Revenue & Customs
- Production of Terms & Conditions of trade
- Registered Office

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### Financial

- Preparation of business plan, to include:
  - Twelve month profit and loss forecast
  - Twelve month cash flow forecast
- First year's fees with E-conomic (online accounting)
- Accounts setup
- Bookkeeping, invoicing, credit control (low)
- VAT returns and quarterly submissions to H M Revenue & Customs
- Payroll
- Annual accounts preparation and submitted by selected accountancy practice
- Log in to access online document management

### Admin Support

- Administration support to include (up to 5hrs per month for a year)
  - Dealing with Customer Issues
  - Projects eg mail shots
- Colchester postal address
- Chamber of Commerce membership

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### Telephone Support

- Dedicated 0845 number
- Up to 33 calls per month

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### Cost

Initial payment	£1500.00
11 further monthly payments	£300

All packages receive a 5% discount compared to being bought individually.



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