



# Start up revolution

Get your business moving



## Deluxe

### 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

### 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

### 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 (medium)
- VAT returns and quarterly submissions to H M Revenue & Customs
- Annual accounts preparation and submitted by selected accountancy practice
- Payroll
- Log in to access online document management system

### Admin Support

- Administration support to include (6-10hrs per month for a year)
  - Dealing with Customer Issues
  - Projects eg mail shots
- Colchester postal address
- Chamber of Commerce membership

### Telephone Support

- Dedicated 0845 number
- Up to 94 calls per month

### Cost

Initial payment	£ 2,250.00
11 further monthly payments	£410.00

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



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