



Premium

Website and Branding

- 10 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
 - Monthly E-newsletter for 12 months

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
- London postal address
- Chamber of Commerce membership

Telephone Support

- Dedicated 0800 number
- Up to 94 calls per month

Cost

Initial payment	£ 3,000.00
11 further monthly payments	£460.00

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



Contact
Paul Smalley
paul@startuprevolution.co.uk
Joy Smalley
joy@startuprevolution.co.uk
or call 0845 521 9929