



Starter Plus

Website and Branding

- 3 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
- Log in to access online document management system

Admin Support

- Administration support to include (up to 5hrs per month for a year)
- Dealing with Customer Issues
- Projects eg mail shots

Telephone Support

- Dedicated 0845 number
- Up to 33 calls per month

Cost

Initial payment	£ 750.00
11 further monthly payments	£ 160.00

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



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