

## BUSINESS START-UP KIT

Includes:	<ul style="list-style-type: none"><li>✓ Company Registration<ul style="list-style-type: none"><li>• Business name search &amp; registration</li><li>• Domain name search &amp; registration</li></ul></li> <li>✓ Business Planning Tool &amp; Resources<ul style="list-style-type: none"><li>▪ Tax and NI</li><li>▪ Data Control Certificate registration</li><li>▪ VAT information</li><li>▪ e-marketing (HTML format)</li><li>▪ research on Property Licences/ Data Control Certificates/ Food &amp; Hygiene Certificates</li><li>▪ Referral to Business Bank Account Specialist</li><li>▪ Referral to a trusted Qualified Accountant and Solicitor</li></ul></li> <li>✓ Simple Book-keeping<ul style="list-style-type: none"><li>• Invoice Template</li><li>• Profit &amp; Loss Template</li><li>• Cash Flow Template</li></ul></li></ul>
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### Motivational & Inspirational recommended reading:

1. "The Secrets of Selling – How to Win in any sales situation" by Geoff King
2. "Instant Entrepreneur" by Robert Ashton
3. "What would Google do?" by Jeff Jarvis
4. "Spare Room Start-Up" by Emma Jones
5. "Winning- The Answers" by Jack & Suzy Welch
6. "The Savvy Shopper" by Rose Prince



## Virtual Office Solutions

Why not enhance your company image and profile with a prestigious business address? A Virtual Office Business Address is perfect for consultants and anyone looking to impress clients. You can access city centre addresses on all your mail, business cards, email signatures and your website. All your mail and faxes are simply sorted and forwarded on to you.

\*extra fee may apply depending on postal code preference and if telephone answering services are required

## Virtual PA

We can provide flexible, efficient and friendly administrative support that is cost effective. Whether you are a business that is based locally or abroad, or simply a visitor travelling to London on business, we will provide tailored administrative and business support at the highest of standards. Our Personal Assistants can work from home, from your office, attend business seminars on behalf of you, provide diary management and provide any level of business support you require such as help with invoices, application forms and more. Your flexible business support is ready when required, whether it is by the hour, by the day, just a few days a month or on a regular basis.

## Stationery package

- 500 Business cards
- 500 Letterhead paper
- 500 Compliment Slips



#### Other Business Accessories:

The following items are priced depending on size, style, quantity and specified dimension. Please ask for quote: -

- Personalised company uniforms
- Personalised company stationery
- Company posters & Exhibitions
- Banners & Display stands
- Gift voucher cards/ Loyalty cards
- Flyers & leaflets
- Bespoke company booklets
- Customer application forms
- Envelopes
- Folders
- Invitation cards

Website services – please see packages outlined below

The following will apply during the website designing process:

#### Steps

1. Meet to discuss your brief of how you would like your site to look. A £100 non-refundable deposit will be collected at this meeting.
2. Based on your brief, we will send you mock sample of your website page layout
3. We will take your electronic text to add as contents of each page as instructed
4. Another mock sample of your website will be sent to you for final adjustments
5. A final check with you once you approve – your website goes LIVE!

## WEB BROCHURE PACKAGES

	Basic	Deluxe	Premium
Package includes	<ul style="list-style-type: none"> <li>✓ 5 pages</li> <li>✓ 12 months hosting</li> <li>✓ FREE domain name</li> <li>✓ FREE email forwarding to 3 addresses</li> <li>✓ 5 royalty free photographs</li> <li>✓ Placement of your electronically supplied text content</li> </ul>	<ul style="list-style-type: none"> <li>✓ 7 pages</li> <li>✓ 12 months hosting</li> <li>✓ FREE domain name</li> <li>✓ FREE email forwarding to 5 addresses</li> <li>✓ 7 royalty free photographs</li> <li>✓ Placement of your electronically supplied text content</li> <li>✓ 2 pdf embedded files</li> <li>✓ 1 e-form</li> </ul>	<ul style="list-style-type: none"> <li>✓ 10 pages</li> <li>✓ 12 months hosting</li> <li>✓ FREE domain name</li> <li>✓ FREE email forwarding to 8 addresses</li> <li>✓ 10 royalty free photographs</li> <li>✓ Placement of your electronically supplied text content</li> <li>✓ 2 pdf embedded files</li> <li>✓ 2 e-forms</li> <li>✓ Google Analytics</li> </ul>

Other Items:

Additional web page  
pdf embedded files  
e-forms  
e-marketing brochure  
update site content  
Logo design