

1. Meeting & Talking

- Informal phone chat
- Meet up for a coffee
- Visit the office
- Speak to the team
- Provide SRA Authorisation & Practising Certificate
- Complete Marketing Plan
- Complete Business Plan



2. Set up & planning

- Set up a limited company and register with HMRC
- Open company bank accounts-main account with debit card; 2nd deposit account for tax
- Open personal saving account – personal tax liability
- Engage an accountant – personal & company tax, company accounts & payroll
- Enter into Consultancy Agreement
- Purchase stationery
- Set up (home) office



3. On-Boarding & Training

- Receive Induction pack and business cards
- Photo for website and marketing
- Case Management System training
- Set up LinkedIn profile
- Social Media announcements
- Set up designated phone number (business mobile phone contract)
- Distribute capabilities document internally



4. Working & Living

- Enjoy Quarterly meetings & lunch with all Consultants
- Mentoring from existing Consultants
- Support to execute marketing plan
- Flexible/remote working
- Hot Desk & Meeting room facilities
- Admin support in Head Office
- Paperless working
- Cloud based Case Management System
- Call forwarding & answering
- Self-billing
- Company branding and style
- Invoicing and credit control
- Payment of 70% of paid fees within 10 days
- Referral Fees
- Introduction Fees