

Business start-up checklist

Item	How can Critchleys help	Comments
Write a business plan	We can provide a business plan model, strategic advice and guidance to start-ups. Our experienced advisers can work with you in setting the strategy and preparing the business plan	
Cash flow Get the right finance and assess your finance readiness	Our experienced advisers are skilled at providing business advice to meet business goals which can include industry and competitor analysis, profit performance review, financial health check, forecasting and process improvement. We can also suggest a suitable banking adviser	
Company formation	<p>We are able to offer a full Company Secretarial service which ensures that companies comply with obligations, allowing you to focus on running your business. In addition to one-off work we can offer the following services:</p> <ul style="list-style-type: none"> • Set up companies • Act as a registered office • Prepare the AGM minutes • Hold the Company's statutory records • Submit the Company's annual return 	
Choose a business name, verify it, register the business name and get a business certificate	We can suggest a suitable firm of advisers	
Register your domain name and trademarks/copy-rights	We can suggest a suitable firm of advisers	
Open a bank account for the business	We can assess your finance needs and suggest the most appropriate bank account	
VAT registration and VAT advice	We can assist in obtaining VAT registrations, preparing VAT returns and also EC sales lists	

Business start-up checklist continued

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Investigate necessary insurance packages - protection against tax investigation - key person	We can provide advice on the necessary insurance to take out	
Registering with the Inland Revenue and setting up payroll	Payroll operations of all sizes can be handled by our experienced team on a weekly, fortnightly or monthly basis. Our payroll expertise is backed by specialist tax knowledge to deliver a high quality service. We can also assist with the preparation of P11Ds	
Advice and set-up accounting systems and packages	We can maintain cash books, sales, purchase and nominal ledgers, prepare BACs transfers and write cheques, and provide timely information for management purposes	
VAT registration and advice	Our experienced and specialist VAT team offers commercial, practical and prompt advice on VAT issues. We can assist in preparing VAT returns on a long or short term basis. We are also very experienced in handling disputes with Revenue and Customs	
HR guidance (if employing staff)	Critchleys HR can support you in the management of your people, removing the hassles and giving you time to focus on running the business. We can: <ul style="list-style-type: none"> • Advise you on taking on employees • Provide tailored contracts of employment and staffing policies • Give you access to expert legal advice and insurance • Support you on all staff issues through our HR Advice Line Service • Work with you on your premises to make the most of your staff. 	
Marketing support - know your customers' needs - market research and marketing reports - write a marketing report - know your competitors	Our in-house marketing team can provide strategic advice and market knowledge as well as work with you to put together a marketing plan	
Terms of business - raising invoices - ordering - credit terms	We can suggest a suitable firm of lawyers	