



FACT SHEET NO. 28

HELP FOR BUSINESS START UPS

1ST APRIL 2005

The early years of your business life are possibly the most important as actions taken then will determine the future direction and, ultimately, the success of your business.

To assist clients commencing in business for the first time we are pleased to offer the following:-

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- Initial Consultation - free of charge -
- Follow up meeting - free of charge -
- Business Plan, if required - free of charge -
- Instructing you on your bookkeeping system - free of charge -
- Helping you with the completion of your first VAT Return (if needed) - free of charge -

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Other Matters:-

- , To enable us to deal with your affairs in an efficient and cost effective manner it is important that you respond to our letters as soon as possible. The need to issue reminders will increase our charges to you.
- , You might find it easier to pay our charges by monthly standing order throughout the year rather than in one amount at the year end.
- , The Inland Revenue have power to investigate taxpayers affairs entirely at random which can be very costly in profession fees. We can provide you with details of the Abbey Tax Protection insurance scheme which enables our clients to protect themselves against the cost of Inland Revenue investigations. If we have not already given you details and you wish to be covered please let us know.
- , If you want to operate a computerised accounting system we recommend CashFlow Manager for small businesses who do not buy and sell goods and services on credit and Sage Line 50 for larger more complex businesses. We can supply and advise on both these systems.

Visit our WebSite <http://www.hllca.co.uk>

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