



Essential Small Business Services/ Helping your business grow/

Our **Essential Small Business Services** package is tailored to the needs of our small business clients, comprising a wide range of services offered at fixed fee rates. It is designed to allow you to select the services which are relevant to you based on your requirements, including:

Business Protection/

Companies Act 2006

Small businesses should ensure compliance with the changes being introduced by the Companies Act 2006, some of which came into force during 2007 and 2008, with further implementation scheduled for 1 October 2009. Small businesses should be aware of the increase in statutory duties upon directors.

Incorporation, LLP, Partnership and Secretarial Services

We provide a dedicated service that deals with the incorporation of companies and limited liability partnerships, formation of formal partnerships and the secretarial administration required to maintain these business entities. We can offer a registered office service from all of our office locations, act as your company secretary, and deal with the preparation and filing of all notifications at Companies House.

Shareholders Agreement and Articles of Association

It is imperative that shareholders discuss a shareholders agreement at the outset to protect both them and the company. This is something, which is often not thought about until it is too late. We can provide a straightforward shareholders agreement and articles of

association for your company, which reflects your requirements, including differing classes of shares, employee share provisions and "drag" and "tag" along provisions.

Debt Recovery

If your clients are not paying your bills or accounts, we have an efficient, cost effective service that will obtain the legal paperwork to enforce these debts to recover your monies.

Trademarks

Every organisation has a name it may wish to protect. For cases where there is no challenge to the names or logos you wish to use, we will ensure that the essential names or logos for your business will be registered under UK, European or international trademarking offices, as you require. Further details of this and other similar types of service are provided as part of our **BrandBuilder™** service.

Banking Services

Your bank will often ask you to take your own legal advice on the implications of loan documentation. We can provide expert advice specifically for this level of debt and ensure you understand the banks requirements.

Business and Customers/

Terms and Conditions: Customers

Whether you are providing services or goods it is best to clearly set out in writing what you have agreed with your customer. We can provide you with a contract dealing with all the essential elements to ensure that you have a solid basis of working with your customer. All you are required to do is complete the details of the particular goods or services you are providing.

Franchising Law

We can provide a detailed report on the Franchise Agreement which you are proposing to enter into for a fixed fee, and provide advice on issues such as the geographical area of the franchise, the Franchise manual, the status of the intellectual property required to be used for the franchise, exclusivity, and the ability to transfer the business. We will assist you in documenting all that you have been promised by the Franchisor within the Agreement or in a side letter to it.

Business and its People/

Terms and Conditions: Employees

We can provide you with an employment contract that can be issued to employees covering all the requirements of employment legislation. In addition, standard policies, conforming to Data Protection, Discipline, Equal Opportunities, Disability Discrimination, etc. are all made available as part of this service.

Employment Retainer

The Employment Law Annual Retainer Scheme is a unique service provided by Harper Macleod's Employment Practice Group. The Retainer Scheme incorporates free initial telephone advice, privileged rates, Employment Law Bulletins, Employment Law Conferences, in-house seminars and contracts revision.

Pensions and Incentives Advice

Where you want essential cash incentive plans in place for your employees, or you wish to re-document your pension scheme Trust Deed and Rules to ensure compliance with the A-day changes in pension legislation, we



Harper Macleod LLP is a limited liability partnership registered in Scotland. Registered number: S0300331. Registered office: The Ca'd'oro 45 Gordon Street Glasgow G1 3PE

Regulated by The Law Society of Scotland. A list of the members of Harper Macleod LLP is open to inspection at the above office.

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will make sure all eventualities are catered for and employment law observed. Our pension schemes, legal services retainer, pensions scheme secretarial services and pension scheme trustee services are designed to meet your needs in the legal compliance of your pension arrangements.

Property Matters

If your staff are moving house, or you are involved in relocating employees, we will attend to all your legal needs in buying, leasing or selling and mortgaging residential or commercial properties.

Will, Trusts and Attorney Services

Your people have to think about succession. We can attend to all the necessary legal requirements to give peace of mind that what they want will be recognised in law.

Business on the Web/

Web Services

We can provide a wide range of services and advice to those conducting business

Fees/

on the web, ranging from web branding, web business solutions, web content, web formation and the use of the web in the workplace. For more information, ask us about our **BrandBuilder™** service.

Website Compliance

Our Website Compliance service offers a Website Compliance Audit service that involves reviewing websites against the laws relating to their operation and identifying any non-compliant issues that may require remedial work. Particularly, it provides an easy-to-read report outlining the legal requirements relating to the particular site, stating our findings and setting out key action points that could be taken towards making the site compliant.

Corporate Finance Advisory/

Our associated business, **HM Corporate Solutions LLP** (registered number SO300875) ("HMCS") provides corporate

finance services to businesses as well as funders. HMCS offers a different approach to that traditionally offered in the market working alongside Harper Macleod LLP giving clients the benefits of a "one-stop-shop" approach in terms of efficiency and costs. HMCS can offer advice on a variety of areas including: strategy, raising finance and financial or organisational restructuring. HMCS will undertake initial discussions on these issues at no cost.

www.hmcorporatesolutions.co.uk

Contact/

For further information on these services, please contact:

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Incorporation and tailoring of Company	£375
Company secretarial service	from £170 per annum
Shareholders agreement and articles of association (or equivalent for an LLP or partnership)	from £1,300
Debt recovery	contact us for a quote
Trademark registration (unopposed)	£600
Banking services	contact us for a quote
Terms and conditions: customers	£650
Franchising Law	free initial consultation
Franchise Report and follow up meeting	£500
Terms and conditions: employees	£750
Employment Retainer	from £295
Pensions & Incentives advice	contact us for a quote
Property matters	contact us for a quote
Wills	from £175
Trusts, Attorney services	contact us for a quote
Website Compliance	from £400

The above is to serve as a guide only and costs are exclusive of VAT. Where a business requires more than one of the above services or any other legal service that is not listed, we would be happy to look at a discounted option. We are also open to discussion in relation to a payment plan.