



*Refreshingly approachable*

DEPARTMENTS

- Accident & Injury
- Agricultural Law
- Arbitration
- Business & Commercial
- Charities
- Commercial Property
- Criminal Matters
- Dispute Resolution
- Employment
- Family & Matrimonial
- Fraud
- House Sale & Purchase
- Litigation
- Public Procurement Advice
- Recruitment Business Matters
- Regulatory
- Road Transport & Logistics
- Trusts
- Wills & Probate

## Woodfines’ Start-Up Service

In principal, setting up a business can be a fairly straightforward process. However, this process may not deal with the typical issues that arise between individuals in business together or the general legal issues relevant to start-ups, such as: the suitability of the suggested business structure and constitution; corporate governance issues; online trading issues; obtaining business premises; the protection of intellectual property rights; employment issues; trading licences and terms of trading.

Without the right advice starting a business can be a minefield, particularly where legal matters are concerned. Too often it is not until matters reach crisis point that people ask for a solicitor’s help. But by then, if a solution is available, it may be much more costly than taking simple action that could have prevented the problem in the first place.

Woodfines can help you identify possible problems and take steps to prevent them - protecting your business from risk and saving you money in the long term. Woodfines’ Start-Up Service provides you with free, no obligation, initial access to our Company Commercial solicitors and a fixed fee package of documents and support designed specifically for your business start-up needs.

### 1. FREE INITIAL MEETING

Woodfines offers new businesses a Free Initial Meeting for 45 minutes to assess your legal requirements and how we can help.

You will be able to discuss your new venture with solicitors from our Company Commercial team who can offer practical and commercial advice to help your business get off to the best possible start.

### 2. FIXED PRICE PACKAGE

Following the Free Initial Meeting we will be in a position to agree with you the work necessary to set up your business on the correct legal footing. We will provide a no obligation fixed fee quote tailored to your specific circumstances.

By way of example, we offer a Core Limited Company package for a fixed price which provides a suite of key legal documents suitable for straightforward limited company start-ups. The package includes the following documents and guidance materials:

- Basic shareholders’ agreement
- Articles of association of the company
- Shareholder and board decisions to implement the arrangements
- Completion of Companies House forms and statutory registers
- Basic service agreements for the founder shareholders who will also be executive directors
- Guide for employing staff
- Guide to the shareholders’ agreement and articles of association - a short summary of the key protections, provisions and the operation of the company
- Introduction to data protection
- Introduction to the protection of intellectual property
- Introduction to directors’ duties
- Top tips for entering into a commercial lease
- Domain names and website legal requirements
- A guide to wills for business owners and managers.

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### 3. DEALING WITH FURTHER DEVELOPMENTS

Inevitably, further legal issues will arise during the operation of your business. This may be immediately after start-up or further down the line. We are here to help.

Woodfines' Company Commercial solicitors are on hand to provide a free, no obligation preliminary view on any of your business law issues as they arise through our legal enquiry service. If it sounds like we can help, we will provide upfront, transparent estimates of the likely costs of your matter should you wish to instruct us going forward.

### BUSINESS FORMATION

We recommend that you take advantage of our Free Initial Meeting prior to forming your business, so that we can assist you in selecting and, if required, implementing the most appropriate structure for the business. Our Start-Up Service will help to give your newly established business a sound legal basis upon which to begin trading.

### FURTHER INFORMATION

For further information on how Woodfines' Start-Up Service can benefit your business, please call one of our offices:

**Bedford**

01234 270600

**Milton Keynes**

01908 202150

**Cambridge**

01223 411421

**Sandy**

01767 680251

Or email [businesslaw@woodfines.co.uk](mailto:businesslaw@woodfines.co.uk) and we will get in touch at a time convenient for you.



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