



Call us on **01905 723561**



Email us on [will.cadbury@smesolicitors.co.uk](mailto:will.cadbury@smesolicitors.co.uk)

## Business Start-Ups Legal Packs

Incorporation Pack	Terms and Conditions	Employment Pack	Website Pack	Lease Checker
<ul style="list-style-type: none"> <li>Incorporate your company with standard Articles of Association.</li> <li>Shareholders' or Partnership Agreement.</li> <li>Statutory Registers.</li> </ul>	<ul style="list-style-type: none"> <li>Standard Terms and Conditions of Business for either: <ul style="list-style-type: none"> <li>Supply of Goods;</li> <li>or</li> <li>Supply of Services.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Section 1 statement of terms of employment.</li> <li>Disciplinary and Grievance Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Website Terms of Use.</li> <li>Acceptable Use Policy.</li> <li>Cookie Policy.</li> <li>Privacy Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Lease checker report.</li> </ul>
£500.00 plus VAT and Companies House registration fee	£300.00 plus VAT	£400.00 plus VAT	£300.00 plus VAT	£350.00 plus VAT

### What's included?

- Each pack includes a free half an hour consultation with a qualified solicitor to talk through your requirements and take your instructions.
- After the meeting, upon receipt a completed questionnaire and after payment of our fees, we shall provide you with the documents requested within 5 working days (unless for any reason, which we shall communicate to you in advance, this is unachievable.)
- All the documents are produced on a standard basis. Any documents that require specific tailoring or bespoke terms can be produced at an extra charge on an hourly rate basis. Please ask us for more details if you are interested in this.

## Meet our Business Start-up Team



**Shaun Owen**  
**Partner, Business Services Department**  
shaun.owen@smesolicitors.co.uk

Shaun has many years' experience in advising on a wide range of business needs specialising in company and commercial law, buying and selling businesses, terms and conditions, shareholder agreements, company restructures, mergers and acquisitions.



**Louise Adams**  
**Solicitor, Business Services Department**  
louise.adams@smesolicitors.co.uk

Louise qualified as a solicitor in 2009 and is part of our business services department.

Louise has a wealth of experience advising clients. She deals with all matters in a positive and pragmatic way, and she can quickly ascertain her client's objectives and work with them in achieving their goals.



**Will Cadbury**  
**Solicitor, Business Services Department**  
will.cadbury@smesolicitors.co.uk

Will worked at SME Solicitors for a year as a Paralegal in the Litigation and Employment Department before commencing his training contract. Upon completion he works in the Business Services department with a particular interest in start-up businesses and commercial property.



**Rachael Smart**  
**Solicitor, Business Services Department**  
rachael.smart@smesolicitors.co.uk

Rachael qualified as a Solicitor in 2003 into corporate law before moving on to undertake primarily commercial property work.

Rachael joined SME Solicitors in December 2015 and supports Shaun Owen in the Business Services Department.