

Our team of commercial solicitors here at [stevensdrake](#) understand the pressures on small and newly-formed businesses. We understand that small businesses naturally have concerns about cash flow, but at the same time they have legal requirements and obligations they must meet.

With this in mind, we have developed a specialist Small Business Unit which is committed to the incubation and development of small businesses and start ups. We are at the same time committed to building and maintaining long term relationships with our commercial clients as they concentrate on developing into a successful business.

As part of the Small Business Unit, we have developed a series of fixed-price services that will provide you with a high standard of practical legal and business advice and support, but at rates designed to be affordable. As well as dealing with the legal aspects of your business, we have developed a network of contacts to assist you in all areas, from insurance and accounting advice to marketing, promotion and web-site design.

Our Small Business Unit can assist you through the provision of the following services:-

STARTING A BUSINESS OR DEVELOPING AN EXISTING BUSINESS

- Helping you choose the best form of business organisation to suit your specific requirements.
- Carrying out a business audit to ensure your current arrangements are satisfactory for your business' needs.
- Incorporating Sole Traders and Partnerships.
- Company formations.
- Creation of, or conversion to, a Limited Liability Partnership.
- Reviewing and/or drafting your company's constitution.

If you run your business through a limited company we will ensure that you have a properly designed Memorandum of Association and Articles of Association in order to protect your business. If you already have these documents in place, we can review them and ensure that they are right and flexible enough to meet your specific needs.

PROTECTING YOUR BUSINESS

- Drafting and/or reviewing your Terms and Conditions.
- Drafting and advising on the implications of:-
 - Partnership Agreements or Shareholders Agreements
 - Employment contracts
- Providing you with a directors' training manual.
- Reviewing and/or arranging your insurance arrangements to ensure that you have not only the right cover but also sufficient cover and that the right people are there to arrange it for you.
- Registering your trade marks

PRACTICALITIES

- Finding a suitable property and fitting it out

- Our Commercial Property department can assist you on cost effective terms
- Choosing an accountant
- Accounting considerations such as registering for VAT
- Setting up your systems for PAYE and National Insurance
- Advising on Intellectual Property protection, including copyright and trade mark protection
- Auditing your existing web-site and/or advise you on its design

We will ensure that your existing web-site or a newly designed web-site is legally compliant in matters such as privacy statements, terms of usage and disability discrimination.

- Company Secretarial Services

We have a dedicated Company Secretarial Unit that can assist with all your company secretarial tasks and filing obligations (please see our Company Secretarial literature for further details)

- Referrers

We have created our own specialist directory of carefully vetted local people who we believe are approachable and offer high quality services. We can therefore introduce you to the right people such as accountants, agents, property out fitters, PR and marketing specialists and website designers.

LAUNCHING YOUR BUSINESS

We can give you assistance with marketing and promoting the business, including referring you to specialists who will be able to help you.

ONGOING CARE

stevensdrake is committed to working with you as your business grows and your needs change.

OUR APPROACH

We offer an efficient and friendly service and we will listen to your requirements and provide you with practical advice.

We know that you want to concentrate on building up a successful business and so we have designed our small business products to give you practical and essential legal protection at a sensible level. For example, the Terms and Conditions we can prepare will not only protect your business interests and legal position but will be drafted in a manner acceptable to your customers and suppliers. This means that you can concentrate on your business.

OTHER SERVICES

We offer a wide range of commercial services to all businesses and we are always happy to meet with you to discuss your needs. If you require any other services, please contact us and we will be happy to see whether we can assist for a fixed-fee or alternatively provide you with a competitive quotation.

SMALL BUSINESS



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