

Paul Robinson Solicitors LLP
The Old Bank 470 - 474 London Road
Westcliff on Sea Essex SS0 9LD
DX - 100808 WESTCLIFF 1

T: 01702 338338
F: 01702 354032

info@paulrobinson.co.uk
paulrobinson.co.uk

Criminal Department
24 Hr Emergency N° 01702 342525

ABOUT YOU

1. Name:
2. Address:

3. Contact Number:
4. Email Address:
5. Preferred method of contact: Post/Phone/Email

ABOUT YOUR BUSINESS

1. What type of Business are you setting up?
 - a. Sole Trader;
 - b. Partnership; or
 - c. Company.

2. Have you instructed an accountant? If so, please confirm your accountant's details.



3. What types of services and/or goods will you be supplying?

4. Will you be providing those services or goods online and/or from premises?

5. Will you require Terms of Business drawn up for supply of your services/goods?

6. How will you be funding your business?

7. Are you currently involved in any other businesses?

8. Will you be needing new premises to run your business from? If yes, please answer the following questions.

Yes

No

9. Are you thinking of purchasing a building or taking a lease? If yes, please provide details.

Yes

No

10. Will you be taking out a loan/mortgage to purchase the building?

Yes

No

11. Have you been asked by the landlord to personally guarantee the lease?

Yes

No

12. Do you have a Service Agreement for the Directors of the Company?

Yes

No

13. Do you intend to employ staff? If yes please answer the following questions.

Yes

No

14. On what basis do you intend to employ staff?

- a. Full-time
- b. Part-time
- c. Zero hours
- d. Casual worker

15. Do you have employment contracts and basic policies in place?

Yes

No

16. What contractual benefits do you intend to offer?

17. Do you intend for your employees to be subject to Restrictive Covenants?

Yes

No

18. Do you have an accountant or payroll specialist appointed to manage your payroll?

19. How did you find out about us?

20. Additional notes.