



**FAQ**

## **Become a client in three easy steps...**

### **1. The Starting Point**

Reach out to us either by giving us a call or sending an email. We'll be happy to arrange an no-obligation consultation with one of our Partners. During this session we will aim to learn more about your specific situation, understand your business goals and aspirations, and explore the services that could prove advantageous for you and your business.

### **2. Agreeing the fees**

Following our initial meeting, we will have a more comprehensive understanding of your service requirements. At that point, we will mutually agree on a transparent fee structure. This ensures clarity regarding the services covered, giving you the reassurance of knowing exactly what you will be paying for without any surprises in the future.

## 3. Handling the paperwork

Once you've decided to start working with us, we'll handle all the paperwork, including reaching out to your current accountant if you have one. Of course, if you prefer to give them the heads up, that's totally fine – it's not a must.

We'll send them a Professional Clearance Letter asking for all the info we need about your accounts and hope to get that in our hands within 4 weeks. There will be some forms to fill out but we will guide you through it to keep the process as smooth as possible.

## What happens next?

In the early stages of our relationship, just like any connection, we invest time in understanding you and your business. We prefer to visit your business, gaining a firsthand look at its operations and the chance to meet key individuals. We strongly believe effective business advice stems from a deep understanding of the business itself, rejecting a one-size-fits-all approach.

You'll have a dedicated team led by Partners with expertise tailored to your sector, business type, or specific requirements. Our partners, backed by qualified and experienced professionals, bring a wealth of experience. Furthermore, our teams possess specialized knowledge in areas such as VAT, tax, banking, and corporate finance, ready to contribute their expertise whenever needed.



As we get to know your business and are able to offer proactive help and advice we may also introduce you to some of our business specialists that can offer services as diverse as payroll, recruitment, corporate finance and financial services. You get the expertise and skills your business needs with the reassurance of the Forrester Boyd name and reputation.