



Business/HR Services

Complete Business Package

Everything a new or growing business needs, and all in one place. We take the onus off you and produce and deliver Business Plans to the right people at the right time. You just tell us who your audience is and we will ensure that the documentation and format suits its purpose.

CBC can advise on and produce:

- Business Plan Templates
- Sales and Marketing Plan Templates
- Cashflow Plans
- Internal Operations Handbooks
- Help with accounting packages
- Introductions to local banks, accountants, web designers, and solicitors
- Assistance with proofreading, reformatting to produce professionally finished documents that reflect your company branding
From GBP 820 + VAT per day

Complete HR Package

Let CBC act as your virtual HR department. We can provide:

- Staff Handbook Templates
- Internal Training Plans Templates
- Induction Packages
- Comprehensive recruitment strategy with action plan
From GBP 820 + VAT per day

Back office Administration Package

- Initial consultation with overview of basic office function needs
- Use of meeting rooms (Guildford and London)
- Set up and operation of Accounting package (SAGE)
- Payroll support service
- Contracts, Invoicing and Debt collection service for client base
- Timesheets and Monthly Reporting service for client base
- Communication Package: Emails, correspondence, fax as required with client base,
- PO boxes
- Documentation Package: Templates
- Sales Calls to potential customers
- Training (IT, softskills, PR, etc)