



Corporate and Commercial Fees

Corporate

Description	Purpose and Benefit	Fee
Partnership Agreement or Farming Partnership Agreement	We check any existing partnership agreements and accounts to advise you on alternative business structures, ownership of assets, and your intentions to depart from the restrictive statutory provisions of the Partnership Act 1890 which automatically bind two or more persons “ <i>carrying on a business in common with a view of profit.</i> ” We prepare your Partnership Agreement to align with your business continuity and prefer to discuss the terms with your accountant to maximise potential tax relief.	£1,000
Deed of Variation of Partnership Agreement	It's in the partners best interests that any variation is made in writing for certainty and future reference. It's not always necessary to prepare a completely new Partnership Agreement where only a few changes are required. We work with you to prepare the Deed and schedule of variations to make them easier to identify and understand.	£500
Deed of Retirement from Partnership	A deed of retirement would be prepared in compliance with the Partnership Act 1890 or the contractual provisions within your Partnership Agreement. If not prepared properly, the partnership can go into technical dissolution. The terms of financial settlement will be included, alongside any restrictions and management of assets that are either owned by the partnership or individual partners.	£500
Incorporation of Limited Company, Memorandum and Model Articles of Association, Company Register, Share Certificates.	We check your proposed company name to advise you on compliance with statutory restrictions, alternative business structures, SIC codes, share capital, rights and classes. We prepare your company documents including Model Articles (see below for Bespoke Articles), Share Certificates and Company Register. We file the necessary information at Companies House and return to you with a Certificate of Incorporation.	£450

Bespoke Articles of Association	The company can be incorporated using ‘model’ articles which are the basic standard pre-drafted articles that dictate the rules on how to run the company, what shares and dividends are allowed, and the destination of shares from a deceased or retiring shareholder. Many companies customise these rules with ‘bespoke’ articles to suit the company’s requirements for decision-making, powers and rules on shares and allowing for different share classes. It is important that the company’s articles of association and shareholders agreements align to prevent inconsistencies.	£750
Amendment to Articles of Association	Your company might only need an existing article to be amended, instead of creating bespoke articles. This is common where a decision needs to be made which the company’s articles don’t allow for. We can prepare and send the amended articles and relevant forms to Companies House to register your changes.	£500
Shareholders Agreement	Starting with a consultation to discuss your intentions and advise you of options, we prepare a written shareholders agreement which provides rules, rights and restrictions to the shareholders. It is optional to include the company as a party to the agreement. It is important that the company’s articles of association and shareholders agreements align to prevent inconsistencies.	£1,000
Deed of Adherence	When introducing a new shareholder, you may wish for them to sign a Deed of Adherence which binds them to an existing Shareholders Agreement. We can prepare this document for you to ensure it is legally binding.	£300
Share Purchase Agreement	For the sale or purchase of the entire issued share capital of the company. We liaise with you and the other party to the transaction to agree: Confidentiality Agreement, Heads of Terms, Share Purchase Agreement, Data Room contents, Disclosure Letter, Board Minutes, Stock Transfer Form, Share Certificate, Indemnities, Resignation Letters, Intellectual Property assignment and carrying out the Legal Due Diligence procedure. Assets are usually transferred when selling a business, so this is included within the fee. When acting for the Buyer, we can also update Companies House records.	Price on no-obligation enquiry
Asset Purchase Agreement	For the sale or purchase of assets of a business (see above for shares). We liaise with you and the other party to the transaction to agree: Confidentiality Agreement, Heads of Terms, Asset Purchase Agreement, Data Room contents, Disclosure Letter, Board Minutes, Forms and Consents for transfer, Indemnities, Intellectual Property assignment and carrying out the Legal Due Diligence procedure.	Price on no-obligation enquiry

Allotting and issuing shares	We can advise you on the options and restrictions of allotting and issuing shares. You may be required to prepare ordinary or special resolutions depending on existing caps and pre-emption rights. You may also be required to amend the articles of association and shareholders agreements. We can also prepare and file the relevant documents and forms at Companies House within statutory deadlines to avoid penalties.	Price on no-obligation enquiry
Altering share capital	We can advise you on the options and restrictions of altering share capital which may be by subdivision, consolidation, redesignation, buy-back or reduction. You may be required to prepare ordinary or special resolutions depending on existing caps and pre-emption rights. You may also be required to amend the articles of association and shareholders agreements. We can also prepare and file the relevant documents and forms at Companies House within statutory deadlines to avoid penalties.	Price on no-obligation enquiry
Restore company to the register by administration	There are reasons why a company may need to be restored to the register after it has been dissolved. This may be to conclude and record matters or to claim money frozen in a company bank account. We can advise you on the timing and options of these two procedures, then prepare and file the requisite documents and evidence.	£750
Restore company to the register by court order		£2,000

Commercial

Description	Purpose and Benefit	Fee
Website or mobile application terms and conditions	We can prepare your terms, privacy policy, cookie policy.	£1,250
Staff Handbook	To comply with legal requirements, employers must have certain policies in writing available for staff. Although a 'handbook' isn't a requirement, the mandatory policies are. We can provide a list of mandatory and best practice policies. You choose the policies for us to draft and present to you in a Staff Handbook.	£300 each policy
Supply of Services Contract	For use in business-to-business transactions, we prepare terms and conditions for the supply of services to establish the basis for a contract, order procedure, obligations, charges, intellectual property protection, data protection, termination and limitations of liability. We discuss implied terms with you to ensure compliance with the Supply of Goods and Services Act 1982.	£1,000

Supply of Goods Contract	For use in business-to-business transactions, we prepare terms and conditions for the supply of goods to make clear the parties' intentions and evidence of reasonable notice. The statutory framework under the Sale of Goods Act 1979, Unfair Contract Terms Act 1977, Misrepresentation Act 1967 (among others) are considered when preparing and curating your terms.	£1,000
Exclusivity Agreement	An exclusivity agreement restricts one or both parties from working with competitors or entering similar agreements. It can be designed to protect one party for a set market or timeframe, sometimes during a negotiation process. We will discuss your business with you to incorporate the limitations, restrictions and penalties that can be enforced through this contract.	£1,000
Mutual Services Agreement	Similar to an exclusivity agreement which restricts a party, a Mutual Services Agreement benefits two or more businesses that provide goods or services to each other. We will discuss the scope of services with you to ensure the parties have a mutually beneficial contractual agreement.	£1,000
Franchise Agreement	Consultation with you to discuss and advise upon the content of a franchise agreement you intend to enter. We follow up this one hour meeting with a letter of legal advice on the express contractual rights and liabilities, together with proposals to negotiate amendments where a potential disadvantage is found.	£1,000
Personal Guarantee	Consultation with you to discuss and advise upon the advantages and disadvantages of a personal guarantee. We follow up this one hour meeting with a letter of legal advice.	£500