

## 8 Steps to establishing an on-going **BASIQ<sub>x</sub>** service arrangement



**BASIQ** (Basics)

- ⇒ **Establish contact** utilising a free 2 hour initial consultation with the client during which the following facts are established
  - Background
  - Years in business
  - Current compliance arrangement, including accounting, taxation and personal financial planning
  - Reasons for moving / transferring service or starting out in business
  - Expectations of future relationship
- ⇒ **Explain** what the **BASIQ<sub>x</sub>** service is and what the key features are
  - Menu of Services
  - Protection of funds
  - Notice periods required
  - Open lines of communication and turn-around framework for queries
- ⇒ **Create** an involvement and information flow plan
- ⇒ **Set up** clear and unambiguous next steps and a deliverables schedule
- ⇒ **Send documentation** to the client, following the initially meeting including:
  - Engagement letter
  - Work flow plan (project plan / schedule)
  - Key information and source document flows
  - Payment schedules and invoicing arrangements
- ⇒ **Follow up** within 2 weeks of the documentation being sent out to ensure there are no outstanding queries
- ⇒ **Fulfil contractual obligations**
- ⇒ **Annual review** and next compliance cycle planning