

8 Steps to establishing an on-going **BASIQ_x** 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_x** 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