



# BASiQx (Basics)

## Back-office Accounting and Taxation Support Services

*It makes common sense*

A full suite of accounting, taxation and back-office support services for Independent consultants and interim managers

### *Our Services:*

- End to end book-keeping and accountancy services for Limited companies and Limited Liability Partnerships
  - Year End Returns to Companies House
  - VAT, PAYE & National Insurance and P11Ds
    - Company Secretarial Services
    - Invoicing and expense tracking

### *Our Values:*

- Efficiency of work flows
- Knowledgeable support
- Accurate calculations and return filings
- Responsive to your individual requirements

### *Our Guarantees:*

- Security of funds – your monthly payments direct into our Client Trust account
- Service levels – response times by either email or telephone call with 48 hours
- No late filings or penalties, provided you comply with our terms of business and information flow requirements
- No long-term contractual tie-ins and our menu of services can be opted into or out of with minimal notice required

### *Other services:*

- Incorporations of Ltd companies and LLPs
  - Personal taxation advise and services
- Business performance and management accounting services