



Boffix Services Explained

Virtual Office

Central London Business Address

We can provide your business with a prestigious central London business address which you can use across all of your correspondence.

Registered Office Address

A registered office address (a legal requirement for all limited companies and limited liability partnerships incorporated in the UK) so Companies House and HMRC have an official address for delivering your statutory company mail and legal notices. This will be a postal address in the same part of the UK in which your company is registered, i.e. England and Wales, Scotland or Northern Ireland.

We can also forward mail received on your behalf if you add Post Handling to your package.

Just be aware that if you cancel your subscription you cannot use the boffix supplied address as your registered office and it is your responsibility to contact Companies House to update your records.

Post Handling

Our convenient post-handling service includes receiving and forwarding registered post. Up to 10 items of post per year I included as standard. Above this, we forward items at standard Royal Mail plus a 20% handling fee. This is simply topped up monthly (depending on your postage spend that month) and will form part of your Direct Debit. A deposit of £20 per company is required to cover external postal charges.

Telephone Answering and Transfer

Business Main Telephone Number

This includes a unique telephone number for your business which can be used at your discretion for as long as you subscribe to the boffix service. All area codes are available, including non-geographical numbers such as 0345. Charges may apply to special numbers.

Professional Call Handling with Dedicated Voicemail

Your call handling preferences are taken at the time of our onboarding process with the added flexibility that you can change these at any time. You can trust our helpful team to answer calls professionally and promptly in your company name and transfer them to a number of your choice. You can also count on us to greet your callers in exactly the way you would us to, as if we were your own employee. When you are unavailable or you simply want us **to take a message anyway, we will forward details to you via phone, email or SMS - whichever you prefer (30 transfers are included).**

Dedicated voicemail

Outside of call handling times (Monday to Friday, 8:30am to 5:30pm), you benefit from a dedicated voicemail box, personalised to your company. You can either opt to record the message yourself (a WAV file is required) or boffix can do this for you. Rest assured we will always aim to get your messages to you as quickly as possible. Any out-of-hours messages will be emailed to you the following working day.

Accounts & Bookkeeping

Accounts

Make use of our business experts to ensure you meet your company's statutory and financial obligations. Our skilled professionals include qualified chartered accountants who can help with the following:

- Filing returns with HMRC and Companies House
- Preparing the year or period end accounts for your business
- Preparing iXBRL-tagged full limited company accounts for HMRC
- Preparing abbreviated accounts or micro-entity accounts for Companies House

Company Tax

We offer general tax planning guidance and can also register your business with HMRC as required. We will prepare and submit your partnership tax returns (providing each partner has taken a boffix subscription) as well as preparing and submitting your corporation tax (CT600) form to HMRC.

Bookkeeping

Our skilled bookkeeping experts can help you save time by taking care of day-to-day tasks and you can benefit from accountancy support with a dedicated adviser. We can also help with factoring (this helps keep businesses going while waiting for customers to pay for outstanding invoices) and secure bank feeds.

To help you stay on top of your financials, our real-time, cloud-based accountancy software gives you 24/7 access to your bookkeeping with powerful reports to help you make key decisions.

Bookkeeping tasks include:

- **Processing your receipts – simply send us your receipts by email**
- Processing your expense invoices (fair usage policy applies)
- Completing your bank reconciliation
- Completing credit card reconciliation
- Keeping your sales and purchase ledger up to date
- Reminding you when payment to HMRC are due and important deadlines for filing documents with Companies House or HMRC
- Inclusive of 30 transactions per month

Boffix will also provide you with training and support to ensure that you make the most of your accounting software. Furthermore, unlike our accountancy support package, you can use the bookkeeping support package as little or as often as you like.

VAT

Our professionals can register your business for VAT and review the VAT schemes available to your business. Perhaps the most valuable part of this services is that we can prepare your VAT return and online filing with HMRC, submitting your yearly VAT returns to HMRC using secure online filing

Personal Tax Return

For a professional approach, trust our experts to prepare and submit your personal tax return to HMRC. Please note that the personal tax return is based on your boffix supported company and our services includes one company director per subscription. Multi-company, or multi-source revenue assessments will incur additional charges (POA depending on complexity). We will advise you about these before committing to any extra work.

Company Formation

For a hassle-free option, let us incorporate your company (in England, Wales or Scotland) with Companies House on your behalf. Our service covers the certificate of incorporation (you will get this once we have registered your company), company number and memorandum and articles of association. Crucially, this confirms your company legally exists and shows the date of formation.

Company Compliance

For a hassle free option, let us manage your company's presence on Companies House (in England, Wales or Scotland). We can ensure that your Companies House records are compliant and up to date. Our service covers the following:

- **Company secretarial service – includes filing of adhoc forms to Companies House**
- **Completing and submitting your company's annual return, including the £13 filing fee**

Debt Collection

The boffix debt collection service allows you look after client relationships, leaving us to chase the debts.

Our debt collectors will chase your unpaid invoices on your behalf and will provide you with regular status update reports.

IT

Microsoft Office 365 Cloud

A cloud-based solution offering online versions of Microsoft Office with email and HD video conferencing with Skype for Business, a 50GB mailbox, 1TB of file storage and sharing, as well as office programs online (subject to third party offers). For HD calling, compatible HD hardware and a broadband connection with at least 4 mbps is required.

We will supply you with an email account ending in .onmicrosoft.com but if you would prefer to use your own **domain or require a unique domain, we can still support you (simply add 'company domain' to your monthly package - this is included in levels 2 and 3). You can also request support for additional email accounts.**

Microsoft Office 365 Desktop Version

Work anywhere at any time by taking advantage of this service. Basically, it gives you complete flexibility by having desktop applications of Microsoft office accessible over three of your devices. This is subject to Microsoft third party terms and conditions. This will allow you to work offline (e.g. on a train) or where your access to the internet is limited.

Remote IT Support

Full support for your computer software for Windows 7, Windows 8.1, Windows 10 and all Microsoft Office applications on a single computer. (Fair usage policy applies)

For more complex requirements we can provide a quote.

Company Domain and Web hosting

It is important you choose a domain name that not only fits your business but is also easy to find.

We can either source a new, suitable domain name for you (we can even host your domain for you), or we can transfer and support your existing domain, ensuring it is compatible with the Microsoft package you have taken from us. This can be a domain name of your choice (if it is available) in either a .com or a .co.uk format. Other formats are also possible but these may incur third party charges.

Hardware and Support

Designed especially for start-ups or users who want an affordable monthly payment, we will provide a simple-to-use laptop with the added benefit of 15 minutes of IT support per calendar month. Typically, this includes a 12-inch display complete with Windows 10, but we will specify the make and model (subject to availability at the time of your order) on your quote before you commit. If you opt for this service, you are committing to boffix for a 24-month period.

We are also happy to quote and supply other hardware and IT services if you have more specific requirements. Just ask!

Boffix provides support for all products and services supplied by us. Please just be aware that if you adapt, add **software, or change programs that affect the products we supply, we won't be liable for any associated costs** to rectify issues or repair any products. Also note that shipping costs for any hardware being returned to us for repair must be covered by the user.

HR

HR and Payroll

Our qualified experts can prepare your monthly payroll including e-payslips and your PAYE and National Insurance, all fully real time information (RTI) compliant for filing with HMRC. This service also includes pensions auto-enrolment, and access to an HR professional for more complex issues as they arise. Costs are based on each company employee/user per month. Boffix three covers one employee, additional employees can simply be added as required.

Hourly Virtual Assistant

Take full advantage of our Virtual Personal Assistant (VPA) support as and when you need it. So, what tasks might **they carry out? Typically, research – such as price comparisons and competitor analysis – or following and monitoring** social media. Admin tasks could vary from quotes, dictation and document creation to appointment management, meeting and event planning. They can even help on a personal level with birthday or anniversary reminders, car MOT and servicing and arranging flowers or gifts. Please bear in mind that VPA time and tasks are for the sole use of the subscribed user only and are non-transferable to other users.

Anything else?

Please let us know if you think we have missed something. Our growing customer base come from a whole range of sectors and we are continually working on additional products and services to meet your needs.