

SME *legal*

An all inclusive, fixed price retainer package tailored to the legal needs of your business.

from **BERMANS**

What's on offer:

SME legal promotes a partnership with your lawyer which will give you the confidence to expand and grow.

It allows you to concentrate on your business, safe in the knowledge that you have an efficient and effective legal team to support you in all aspects of your commercial life, providing specialist knowledge at a fixed monthly cost and within agreed timescales. Certainty and transparency are the cornerstones of the service.

It includes:

Full commercial law service

From lawyers on your doorstep for a fixed price retainer fee based on your turnover.

Business audit

Our lawyers will undertake a detailed health check of your business, if you wish, that may highlight areas of development for your consideration.

Legal advice helpline

Our lawyers will always be on hand to answer general commercial queries and give a preliminary view and/or provide direction. Available 9am-5pm Monday to Friday.

Bermans' professional network of advisors

Our lawyers have a wealth of professional contacts nationwide that can provide support and enhance our product. Free referrals can be arranged.

The SME legal service is available through both Liverpool and Manchester offices of Bermans and is designed to bolster Bermans' links with the local market. Terms and conditions are available at www.bermans.co.uk.

The package:

Private Client

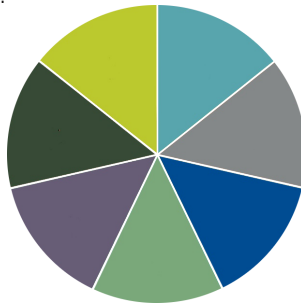
Advice and assistance relating to:

- review of current Wills
- recommendations when no Will is in place
- steps for possible IHT mitigation and use of IHT reliefs
- lasting Powers of Attorney
- review of personal property holdings; any current Trust structures and possible uses
- living Wills / Advanced Directives
- life Insurance Trusts
- pension Death Benefit Trusts
- safekeeping of Property Deeds, Wills, LPAs and Trust documents

IP, Media & Social Media

Advice and assistance and the provision of:

- intellectual property audit service
- advertising, media and social media audit service
- letter before claim in infringement, defamation or domain name disputes
- content copy clearance
- website terms of use and privacy policies
- "take-down" letters to publications, websites, social media platforms and ISPs



Credit Control, Debt Recovery and Litigation

Advice & assistance and the provision of

- telephone collection and debt letter service
- case assessment for disputed debts
- free web based live time case management software
- no win no fees for qualifying debts above £10k
- capped litigation and enforcement costs for all debts below £10k

Company and commercial services

Advice and assistance and the provision of standard:

- terms of business
- partnership agreements
- shareholders agreements
- conversion
- non-disclosure agreements

Property

Advice and assistance and the provision of standard documents (pre-court) on:

- rights of way/easements
- issues with neighbours or squatters
- landlord and tenant issues
- lease interpretation
- statutory requirements
- rent reviews

Employment

Advice and assistance and the provision of

- standard contracts of employment
- settlement agreements
- standard service agreements
- policies and procedures
- free access to a dedicated HR advice web site providing precedent HR documents for SMEs

Insolvency and Restructuring

Advice and assistance (pre-court) and the provision of standard documents in respect of:

- directors' duties and liabilities
- guarantee liabilities
- restructuring
- administration, liquidation and voluntary arrangements
- pre-pack administration
- what to do if your customer goes bust
- what to do if your landlord/ tenant goes bust

Your next step

If you are interested please register online at www.bermans.co.uk, or complete the application form for a quote.

Name of company _____

Company number (if applicable) _____

Address _____

Postcode _____

Nature of business _____

No. of employees _____ Annual sales turnover £ _____

Switchboard number _____

Fax number _____

Website address _____

Your name _____

Position in company _____

Email _____

DDI _____

Please return your completed form to: SME legal, Bermans Solicitors, Exchange Station, Tithebarn Street, Liverpool L2 2QP