

# The Business Health Check



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# The Business Health Check

## Introduction

Operating a business is challenging and stressful enough without worrying about whether you know about the full range of laws and regulations required to run a business.

The lawyers in the Lawlink group have put their business experience to good use and are offering a practical and comprehensive business health check free of charge.

## The benefits of undertaking the Health Check?

We know that many business owners just can't find the time to step back from solving the day-to-day issues that come with being self-employed to look at their business in terms of the 'big picture'.

Business owners may also need outside help to take a bird's-eye view of their business. Your Lawlink lawyer can help you with this process by asking questions such as:

- Do I have a suitable business structure?
- Do I have the right systems and policies in place?
- Am I employing people in the right way?
- Have I protected my business in the best way?
- Am I at risk of being sued?
- Should I be doing something extra to minimise my risk of not being paid?
- What happens if a supplier doesn't front up with the goods I need?

The list of questions seems endless, the time required to deal with them seems huge and the cost of getting help seems prohibitive.

In response to this we have developed a practical and comprehensive Business Health Check designed to give a general check-up for our business clients.

We offer the Business Health Check free of charge and we'll work with you to schedule the Health Check at a time that suits you. We think we've taken away all the excuses.

## The business owners who undertake a health check will benefit from:

- Realistic advice based on a wealth of experience as lawyers and business operators.
- Practical and achievable recommendations to address any potential problems.
- Plain language rather than technical legal jargon.
- Complete confidentiality.
- The peace of mind which comes from dealing with an expert, impartial advisor, thoroughly conversant with all aspects of commercial and business liabilities.

# What issues will be covered?

## The health check is designed to bring to light:

- Business and legal risks or exposures in your current business structures and arrangements.
- Financial risks associated with funding, cash flow, budgeting and planning.
- Compliance issues relating to:
  - Regulatory matters
  - Reporting
  - Tax
  - Insurance
  - Employment practices
  - Occupational safety and health
  - Privacy
  - Suppliers
  - Customers
  - Property
  - Intellectual property
  - And other documentation

These are simply some of the topics to be covered. We will work through a comprehensive checklist to identify any shortcomings that can be resolved to improve the operation of your business.

# What will the outcome of the meeting be?

## By the end of the Business Health Check meeting you will have received:

- A review of your business situation by an experienced lawyer who not only knows the law, but can identify issues which you may need to get advice about from other professionals.
- A list of issues to address together with any additional recommendations.
- The list will be prioritised and the people needed to address the issues will be identified. Where professional advice is needed this will be highlighted so that the timing and cost of that advice can be planned for.

Date: .....

Name: .....

Address: .....

Phone No: .....

Email: .....

Issue to be Addressed	Priority	Timing	Addressed by?
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This prescription form has been prepared for you by our firm on the basis of information you have provided to us. It is your responsibility to ensure that the information is correct. The prescription form is not an exhaustive list of the issues you need to consider. We recommend that you also obtain advice from other professional advisors (including, but not limited to, your accountant, insurance broker and investment advisor) regarding the health of your business. We have prepared this prescription form for you at your request as a complimentary service and we do not accept any responsibility on any ground whatsoever or to any person for any errors or omissions.

# Notes

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