



Take the Plunge !



..In the right direction!

Business Expansion Services - Terms

Clients of SW2000 – Take the Plunge! - are often starting, promoting, expanding or rescuing or selling a family or small business; the majority can be defined as SME's.

Our services are comparable to those of lawyers, accountants, employment consultants, office designers and other professionals. As such we charge hourly or day rates on a level with those professions in the client's district.

The first meeting is free of charge or obligation at Oxford or at the client's premises. We produce a briefing paper, setting out the objectives of the consultation, and a Client/Advisor Appointment letter. Each task we undertake is estimated and agreed in advance. Travelling time is charged at the full fee rate and any exceptional costs, such as hotels, are agreed and paid in advance.

Any significant, lengthy tasks – such as drafting a marketing brochure or website content, creating an interactive business-model, repatriating offshore monies, or drafting a complete business plan are estimated in advance and the agreed fee is to be paid 1/3rd at Start, 1/3rd Halfway and 1/3rd on Delivery.

Advice we give is confirmed in writing - for the avoidance of doubt.

All communications are completely **confidential**, unless we or the clients are obliged by law to divulge information.

Most meetings are face to face. Time spent on the telephone is also noted and charged for. Long-term clients may call-in for telephone conferences – at a reduced fee rate.

Large organisations – for example re-organising a Telework Team – usually hire us on their professional consultant contract day rate.

No client is too small to Take the Plunge – To encourage innovation we will continue our policy of tailoring fees, where necessary, to fit and accommodate solo-business entrepreneurs, innovators and inventors.

[Discount-Fixed-Fee
for individuals & SMEs](#)