UK SMALL BUSINESS

# Basic Information

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# INTRODUCTION

A. Companies House

B. Bank Account

C. Foreign Exchange & Payments

D. SOPs from Day 1

E. A Good Accountant

F. Automations Not People

G. Insurance, Terms, Privacy Policy

H. Client Database

I. Business Email & Domain

J. Your First Hire

# Before you begin…

**“You don’t need a sledgehammer to crack a nut”**
**vs**
**“Systemise everything from Day 1”**

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# COMPANIES HOUSE

**Register your business officially via Companies House.**
**– Don't forget the Confirmation Statement – now £34/year (used to be £13)!**

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# Business Bank Account

Don’t mix business with personal.
– Open a dedicated business bank account.
– We recommend Wise – great rates, easy to use, and you earn interest on your balance (£45)

wise

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# Foreign Exchange & Payments

**Going international or paying overseas?**
**– Avoid nasty FX markups.**
**– Try Atlantic Money and Moneycorp (if required).**
**– low fees, real exchange rates.**
**– Your margins will thank you.**

Atlantic Money

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# Automations Not People

Build smart systems, not bottlenecks.
– Automate onboarding, reminders, invoices, updates.
– Tools like Zapier, Make, ActiveCampaign or even Google Scripts.
– Systems scale. People burn out.

make

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# SOPs from Day 1

– Create how-to guides for every key task.
– Great for training, consistency, and holiday cover.
– Bonus: they force you to build better systems.

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# A Good Accountant

An average accountant will cost you. A bad one? Even more. –
Choose someone who understands your industry and your stage.
– They should save you money, not just file your return.
– Ask other founders who they use!

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# Insurance, Terms & Privacy Policy

**Cover yourself from day one.**
**– Employers Liability!! Public Liability?**
**– Have clear Terms & Conditions, a Privacy Policy, and Contracts in place.**
**– Prevention > cure.**

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# Client Database

**Track everyone, even from day one.**
**– Don’t wait to set up a CRM. – Even a Google Sheet is better than nothing.**
**– Keep notes, touchpoints, next steps – relationships are your business.**

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# Business Email & Domain

**No more @gmail.com – it’s time to level up.**
**– Get a custom domain email (e.g. hello@yourbusiness.co.uk).**
**– Try Cloudways – $1/month email hosting.**
**– It builds trust and looks professional.**

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# Your First Hire

**Ensure this is a CONTRACTOR not an employee.**
**- Understand the difference.**
**- See what works and what doesn't.**
**- Go through the pain.**
**- Look overseas (Fiverr/Upwork/Indeed)**

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