

Services & Fees

I. Food Hygiene / Food Safety

1 - Create Complete Hygiene Manual, HACCP, Includes:	From £750
A - Site Survey, Identifying Issues and Advice	
B - Completing SFBB (Safer Food Better Business)	
C - Health and Safety Policy	
D - Fire Safety Policy and Procedure	
E - Installing all Signs, and Creating All Due Diligence Forms (Including Traceability and Cleaning Schedule)	
F - Implementation - A Run Through the Standard with 3 Members (Preferably Owner, Manger, Chef)	
2 - Review & Update Existing Hygiene Manual and Add Missing Documents & Forms	From £350
3 - Hygiene Course Level 2	£50 Per Person
4 - After Care	
Option 1: Weekly Forms Update and Monitor (Twice a Week)	£100 Per Week
Option 2: Fortnightly Forms Update and Monitor	£150 Every 2 Weeks
Option 3: Monthly Monitor Visit	£100 Per Month
5 - Preparing for Site Inspection (The Morning Before Inspector Arrives) & Attending EHO Inspection (Council)	£75 Per Inspection

II. Bookkeeping and Accounting

1 - Bookkeeping and Financial Reports (Profit and Loss, Budgeting, Balance sheet, etc.)	
Option 1: Once a Week	£75 Per week
Option 2: Once Every Two Weeks	£120 Every 2 Weeks
Option 3: Once a Month	£200 Per Month
2 - Payroll (PAYE) - Payslips and Tax Calculations - National Insurance and Employers Tax Contribution	£10 Per Payslip
3 - VAT Returns (Quarterly)	£100 Or Free with Bookkeeping
4 - Year End Accounts: Tax and Annual Returns (HMRC Submissions & Directors Tax Returns)	£2,000 Or £750 with Bookkeeping

III. Marketing & Advertising

1 - Direct	
A - Menu Design and Print	POA
B - Takeaway Leaflets	POA
C - Promotional Posters and Signs (Including Direct Advertising Camapigns such as on Billboards, Busses, Train Stations)	POA
2 - Digital	
A - Logo Design	£150 Choice of 5 examples
B - Photoshoots (Including Content Creation for Social Media)	From £250
C - Website Design and SEO	From £500
D - Social Media Management (Including Advertising Campaigns)	From £50 Per Week
E - Google Business Listing and Online Advertising Campaigns (Includes Profile Management, analytics, and ratings)	From £100
F - Online Food Delivery Platforms management (Deliveroo, Uber Eats, Just Eat, Amazon and more)	POA

IV. General Administration / Office Management

1 - Staff Handbook - Induction & Rules	POA
2 - Employment Contracts	From £100
3 - Company Policy, Procedures and Operational Standards	POA
4 - Stock and Inventory Management System	From £150
5 - All Admin work (Filing and Organising)	POA