



NEW BUSINESS START-UP PACKAGE – SCOPE OF WORK

(One-Time Service | R2,600 excl. VAT)

1. SERVICES INCLUDED

A. BUSINESS FOUNDATIONS

✓ Basic Business Plan Template

- 1x consultation to outline business goals & strategies
- Customizable business plan framework (PDF/Word)

✓ CIPC Registration Assistance

- Guidance on entity registration (Pty Ltd, sole proprietor, etc.)
- Submission of required CIPC documents (client provides info)

✓ Tax Clearance Certificate Support

- Step-by-step guidance for SARS application

B. COMPLIANCE & CERTIFICATES

✓ B-BBEE Basic Certificate

- Assistance with Level 4/5 self-assessment submission

✓ Statutory Compliance Checklist

- Basic overview of COIDA, UIF, and SARS requirements

C. HR & LEGAL STARTER KIT

✓ Standard Employment Contracts (2 templates)

- Permanent & fixed-term contract templates (PDF/Word)

✓ HR Support Guide

- Basic disciplinary procedure flowchart
- Payslip template

D. MARKETING & DIGITAL PRESENCE



✓ Introductory Marketing Strategy

- 1x 30-minute consultation on branding & customer outreach

✓ Website & Domain Setup Support

- Guidance on purchasing a domain (client pays registrar fees)
- Basic WordPress/Shopify setup tutorial (1-hour session)
- Business email setup (e.g., info@yourbusiness.co.za)

2. SERVICE LIMITATIONS

A. EXCLUSIONS (NOT COVERED)

- ✗ Custom legal/trademark filings (only general guidance provided)
- ✗ Full HR policy development (templates only)
- ✗ Ongoing payroll/accounting support
- ✗ Advanced marketing campaigns
- ✗ Physical document courier fees

B. CLIENT RESPONSIBILITIES

- Provide accurate business/ID documents for CIPC/SARS
- Purchase domain/hosting separately (costs excluded)
- Implement recommendations independently

3. DELIVERABLES TIMELINE

Service	Turnaround Time
Business Plan Framework	3 business days
CIPC Registration Guide	48 hours
HR Templates	Instant download



Service	Turnaround Time
Website Setup Session	Scheduled within 7 days

4. UPGRADE OPTIONS

"Need more? Add these services à la carte:"

- **Full Trademark Registration:** R3,500
- **Custom Business Plan Development:** R4,999
- **Monthly HR Support Retainer:** From R2,999/month

5. TERMS & CONDITIONS

- **One-time fee:** R2,600 (excl. VAT) – no recurring charges
- **Validity:** Services must be activated within 3 months of purchase
- **Refunds:** No refunds after deliverables are shared

Note: This package is a starter solution. For ongoing support, ask about our **12-Month Business Growth Contract (R4,500/month)** with CIPC annual returns, monthly HR audits, and marketing strategy sessions.