



## **Small Business Specialists**

### **Independent ICT Advice for SMEs**

**How to use Information & Communications Technology for maximum business benefit.**

We can undertake a **FREE analysis of your website** and provide you with a four page report on any issues or problems, together with suggestions on how to improve it.

Or alternatively we can provide an **Initial FREE one-2-one consultancy session for your business**, with the focus on your use of Information & Communications Technology.

You can then choose a more in depth analysis of your website or undergo a comprehensive analysis of your business and its current use of Information & Communications Technology (ICT).

*If you choose this option, we will explore the potential for making better use of ICT to provide real business benefits. We will also provide more information about improving your website and marketing your business online. Finally we will provide a comprehensive report detailing our findings and providing you with an action plan for carrying out the improvements we have recommended.*

### **Comprehensive Business Analysis**

#### **The Process:**

##### **1. Initiation:**

- contact us on 0800 093 9491 or [info@wise.co.uk](mailto:info@wise.co.uk) or on our website [advice.wise.co.uk](http://advice.wise.co.uk).
- we will call you to discuss your business and arrange a convenient time to visit.
- we will agree with you exactly how much you will pay for the service before you make any commitment to continue.

##### **2. The Review Meeting:**

- during the visit we need to talk to your decision makers and IT staff (if you have any);
- we will undertake a comprehensive analysis of your business and its current use of Information & Communications Technology (ICT).
- we will also explore the potential for making better use of ICT to provide real business benefits such as increasing sales, simplifying administration, or more flexible working, such as working remotely from home or on the move.
- we then go away and work on your report.

##### **3. The Report:**

- we will provide a comprehensive report detailing our findings and providing you with an action plan for carrying out the improvements we have recommended.
- we will send you a copy of the report when it is ready and call you to arrange another visit to go through it with you.

##### **4. Presentation & Recommendations:**

- we visit again to present the report and discuss any possible next steps.
- if you are happy with our service, we will invoice you for the amount we agreed with you at the start of the process.

***We help small & medium sized businesses to grow***



## Costs:

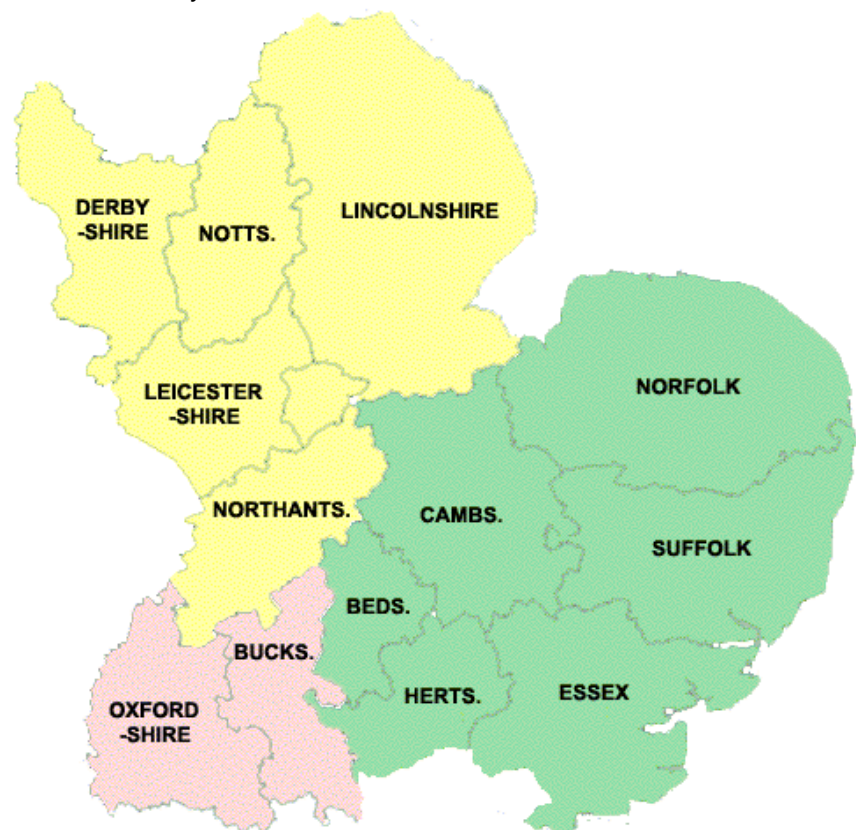
- The website analysis or initial business consultation is **FREE** to qualifying businesses.
  - We have a fixed scale of charges for the Comprehensive Analysis Services depending upon the size of your business, but you'll get a **20% discount** if you apply within 6 months of registering for our free services. Business categories are
    - Micro (less than 10 staff & less than £1.4M turnover)
    - Small (less than 50 staff & less than £6.9M turnover)
    - Medium (less than 250 staff & less than £35M turnover).
    - we will agree with you exactly how much you would pay during our first telephone call and before you make any commitment to continue.
- <sup>1</sup> Staff includes full-time & part-time, plus all partners, directors or proprietors.  
Turnover is based on your most recent accounts or current year estimate.*

## Eligibility:

- Most types of small business (SMEs) are eligible including:
  - Sole Traders
  - Partnerships
  - Limited Companies
- The free website analysis service applies to small businesses located in the East of England & East Midlands regions of the UK, (see map).
- The comprehensive advice service can apply to SMEs throughout the UK.
- We reserve the right not to take on any business at our discretion.

## Comprehensive IT Consultancy Services for Small Businesses

"Independent advice on  
Information &  
Communications Technology  
for maximum business  
benefit"



## How to Apply

- use the online form on our website at [advice.wise.co.uk](http://advice.wise.co.uk)
- or call us on **0800 093 9491**, or email us at [info@wise.co.uk](mailto:info@wise.co.uk)