



Fixed price Business Continuity Plan fully prepared and delivered to you in days

## We can prepare a Business Continuity Plan for just £995 plus VAT.

*Fully inclusive price for a Plan that is guaranteed to satisfy Regulators, Insurers, Clients and Customers!*

### WHAT WILL Continuity10 Complete PROVIDE?

- A Business Continuity Plan that meets insurance, regulatory and customer/client requirements.

### WHY IS THIS NEEDED?

- Regulators (e.g. FSA, SRA) require regulated firms to address Risk Management and Business Continuity and provide documented evidence of compliance;
- Insurers increasingly demand their commercial policyholders have an acceptable Business Continuity Plan;
- Protection against unplanned disruption is vital to ensure business survival and profitability.

### WHAT DOES THE PACKAGE INCLUDE?

- A completed Business Continuity Plan for your Business prepared by us and supplied to you within days;
- A guarantee that your Business Continuity Plan will meet insurer, regulator and customer or client requirements;
- Discount voucher for our support service to ensure you test, review and update your Business Continuity Plan effectively.

**Continuity10 is a trading division of Value Generation Limited, an organisation accredited by the Solicitors Regulation Authority for Professional Training Services**

To book Continuity10 Complete please refer to the booking & enquiry form attached. You can also address any queries by telephone, email or by using the enquiry form on our website.

Continuity10,  
Charwell House, Wilsom Road, Alton, GU34 2PP.  
Telephone: 01420 5402722 Fax: 01420 544098  
Email: [info@continuity10.com](mailto:info@continuity10.com)  
[www.continuity10.com](http://www.continuity10.com)

## How the Package Works

On receipt of your order we will contact you discuss your business and confirm the specific elements we need to input into your Business Continuity Plan.

We will then email a short list of factual information that we require to populate your plan. For example; a list of IT equipment, staff details, supplier details etc. All information is held in absolute confidence and is only collected for input into your plan.

After construction your completed plan will be sent to you by email. We then remain at your service should you have any further questions or queries.

## Who would benefit

Those charged with handling compliance or office management with a responsibility to develop and implement a Risk Management System and Business Continuity Plan. It is ideally suited to those wanting to have more direct support to help implement the process and to have a satisfactory plan in place as quickly as possible.

## BUSINESS CONTINUITY PLAN - CONTENTS

**We follow best standards and the style, content and approach taken by your plan will be in line with the expectations of insurers, regulators, auditors and customers/clients. Specifically your plan will include:**

### Plan Overview:

Providing a range of background information including business name, location and contact details. Also detailing who should hold copies of the plan; who is responsible for testing and update of the plan. Finally outlining and how the plan should be used in the event of a disruption.

### Recovery & Continuity Checklist:

A detailed working checklist identifying the steps to be taken to recover and restore business operations after a disruptive event. This includes detailed steps to be taken to manage and protect:

- Human resources;
- Clients/customers;
- Suppliers;
- IT, communications and data;
- Premises and equipment.

### Information Appendices:

A collection of critical business data that will be needed after disruption and includes:

- Management and staff contacts;
- Client, supplier and general contacts;
- Equipment list;
- Summary of critical products/services, business processes;
- Relocation and reorganisation arrangements;
- IT, communications and data recovery arrangements;
- Media management;
- Finance, working capital and insurance;
- Business process outsourcing.

## WHEN IS A BUSINESS CONTINUITY PLAN REQUIRED?

Ultimately a Business Continuity Plan is essential to protect your organisation following a disruptive event, including minor and major disruptions.

The process of Business Continuity Planning helps prepare your organisation to better manage disruption. The plan document contains the information and guidance needed should disruption or disaster strike.

In addition however even before a disruptive event, organisations are increasingly being asked to provide evidence of an effective Business Continuity Plan.

Insurers increasingly demand a Business Continuity Plan as a pre-requisite to providing the level of cover required by an insured policyholder .

Regulators commonly require regulated businesses to have a Business Continuity Plan. For example at present both the Financial Services Authority and the Solicitors Regulation Authority require regulated businesses to have a Business Continuity Plan.

There is also a growing awareness of the importance of Business Continuity Planning in the commercial world. Your customers/clients are dependent on you and the products and services you provide. Unplanned disruption at your business will affect your customers/clients because your business forms part of their supply chain.

As a result many companies are now requiring their current and prospective suppliers to have a Business Continuity Plan in place, as a pre-requisite to doing business.

Organisations implementing Business Continuity measures demonstrate the desire to protect the value their business has created and to protect their customers or clients from indirect disruption.

## OUR GUARANTEE

Continuity 10 Plans are in use in organisations across the UK. Our plans have been subject to audit by insurers, professional regulators and customers of our clients. We have ongoing positive feedback from our clients and are exceptionally confident that your plan will meet your needs.

Nevertheless we guarantee that your Business Continuity Plan will satisfy any third parties who review, audit or examine your plan. If any areas for improvement are identified we will provide full support from our Business Continuity professionals who will work with you to modify and adapt your plan accordingly, at no additional cost.

This guarantee lasts for twelve months from the date of plan delivery and is potentially unlimited if you adopt our ongoing plan test, review and update service.

### **Have a Business Continuity Plan already – we can review it!**

For further details please contact:  
Paul Johnson, Continuity10, Charwell House, Wilsom Road, Alton, GU34 2PP.  
Tel: 01420 540222 Fax: 01420 544098  
Email: [info@continuity10.com](mailto:info@continuity10.com)

Our primary concern is that our clients and contacts should have acceptable Business Continuity Plans in place. Therefore if you have an existing Business Continuity Plan we can review this document and make sure this is in line with reasonable best practice. We do not charge for this review and will give you a brief summary report with our comments. We do find that many clients having a review do purchase Continuity10 to improve their in-house Plan to expected standards.

## ORDER FORM

I would like to book the **Continuity10 Complete Service**:-

Name:.....  
Position: .....  
Organisation: .....  
Address: .....  
.....  
.....  
Tel: .....  
Email: .....

**On receipt of your order we will contact you immediately to make arrangements.**

### Continuity10 Complete fee due:

Net price: £995.00

VAT: £174.13

Total due (incl. VAT): **£1169.13**

Cheque enclosed :  
(payable to Continuity10)

Please invoice me first:

Payment by Debit /  
Credit Card:  
(see details below)

### Credit/Debit Card Payments:

Name on card: .....

Type of Card: Visa / Mastercard / Amex / Maestro / Visa (or other) Debit  
(delete as appropriate)

Card Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expiry: \_\_\_\_ / \_\_\_\_

Start date \_\_ / \_\_ / \_\_ (if debit card) Issue Number: \_\_\_\_ (if debit card)

Security Code: \_\_\_\_ (last 3 digits on the card signature strip)

Billing Address: .....  
(if different to above)

Cardholder Signature: ..... Date: .....

## Continuity10 Director

This Continuity10 service was developed by Paul Johnson. Paul is a Member of the Business Continuity Institute and the Disaster Recovery Institute. He has over 15 years professional experience working as a loss adjuster helping organisations recover from disaster; and risk management, helping design and implement Risk Management and Business Continuity Programmes.

Paul is also a Chartered Accountant, Chartered Loss Adjuster and Associate of the Chartered Insurance Institute. He holds the Prince 2 (Project Management) qualification at the Practitioner level.

Paul is a Director of Value Generation Limited and is responsible for Risk Management and Business Continuity Solutions and Training.

### Value Generation Limited

Continuity10 is a trading division of Value Generation Limited which provides Business Efficiency, Strategy and Risk Management support to SMEs. The Company holds accreditation from the Solicitors Regulation Authority for its training services details of which can be found on the company's website [www.valuegeneration.co.uk](http://www.valuegeneration.co.uk)

## 5 easy ways to order



01420 540222



[www.continuity10.com](http://www.continuity10.com)



[info@continuity10.com](mailto:info@continuity10.com)

**Fax** 01420 544098



Continuity10  
Charwell House, Wilsom Road,  
Alton, Hampshire,  
GU34 2PP

### Package fee:

The Continuity10 Complete Service is charged at £995 plus VAT (£1,169.13 Incl. VAT).

### Payment & Invoicing:

By cheque payable to Continuity10 or by credit/debit cards. Please send cheques to Continuity10, Charwell House, Wilsom Road, Alton, Hampshire, GU34 2PP. Payment of invoices issued is due on presentation. A full copy VAT invoice will be automatically included with every confirmation letter.

### Delivery:

We will contact you immediately on receipt of your order. We will then conduct a telephone interview to discuss the characteristics of your business and thereafter your plan will be delivered within ten working days.

### Liability:

Risk Management & Business Continuity Management issues are specific to each business and this product is intended to be used for general guidance. As a result Value Generation Limited accepts no liability for any losses suffered directly or indirectly from the use of this service. Value Generation reserves the right to alter the service delivery in exceptional circumstances and where this occurs limits its liability to refund of the Consult fee.