



Fixed price business continuity plan for your organisation

Need a Disaster Recovery / Business Continuity Plan?

We have a complete service providing you with a Business Continuity Plan within days or weeks, we do the work and you get the plan you need to satisfy regulators, insurers and your clients/customers

WHAT WILL Continuity10 Consult 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 Plans;
- Protection against unplanned disruption is vital to ensure business survival and profitability.

WHAT DOES THE PACKAGE INCLUDE?

- Three copies of your completed Business Continuity Plan supplied to you by electronic disc or in hardcopy;
- A guarantee that your Business Continuity Plan will meet insurer, regulator or customer/client requirements;
- Discount voucher for a annual support service to ensure you test and update your Business Continuity Plan as required.

The Continuity10 Consult package costs £995 plus VAT.

This fee includes the on-site consultancy visit, risk management and business continuity documentation and three months unlimited support

To book Continuity10 Consult 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 is a trading division of Value Generation Limited,
Charwell House, Wilsom Road, Alton, GU34 2PP.
Telephone: 01420 540273 Fax: 01420 544098
Email: info@valuegeneration.co.uk
www.valuegeneration.co.uk

How the Package Works

On receipt of your order instructions we will contact you immediately to briefly 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 constructing your Plan we will deliver three copies to you by electronic disc or, if you prefer, in hard copy.

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.

WHAT DOES YOUR BUSINESS CONTINUITY PLAN INCLUDE

We follow best standards where possible 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; testing and Plan update details and how the Plan should be used.

Recovery & Continuity Checklist:

A 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;
- Finance and working capital;
- 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 including:

- Management and staff contacts;
- Client, supplier and general contacts;
- Equipment listing;
- Critical products, processes and recovery time objectives;
- Relocation and reorganisation arrangements;
- IT, communications and data recovery arrangements;
- Media management;
- Finance, working capital and insurance;
- Business process outsourcing

WHEN WOULD A BUSINESS CONTINUITY PLAN BE NECESSARY

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 and the actual Plan 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 are often demanding a Business Continuity Plan as a pre-requisite to providing the level of cover required by an insured policyholder and the best price.

Regulators commonly require regulated businesses to have a Business Continuity Plan. This includes the Financial Services Authority and the Solicitors regulation Authority.

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 businesses are now requiring their current and, more importantly, their prospective suppliers have Business Continuity Plans in place, as a pre-requisite to doing business.

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

OUR GUARANTEE

Our Business Continuity Plans are in use across the UK by in over a hundred organisations. 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 our 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.

We can provide full Business Continuity Consultancy!

For full consultancy enquiries please contact:
Paul Johnson, Value Generation Limited, Charwell House,
Wilsom Road, Alton, GU34 2PP.
Tel: 01420 540273 Fax: 01420 544098
Email: info@valuegeneration.co.uk

In-house consultancy can be the best solution, often for more complex firms, or those operating from multiple locations where bespoke Plans will be required for each individual location. If you would like to explore this option please contact us to discuss this further. We believe in working to a detailed and fully costed work programme and where possible we will work on a fixed cost basis to give you the assurance that our charges will not escalate as the assignment progresses.

ORDER FORM

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

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

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

Consult fee due:

Net price: £995.00

VAT: £174.13

Total due (incl. VAT): £1169.13

Cheque enclosed :
(payable to Value Generation Ltd)

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:

Value Generation Limited

Value Generation provides Strategy, Efficiency and Risk Management services to professional firms. The Company holds accreditation from the Solicitors Regulation Authority for its Continuity10 Workshop package further details of which can be found on the company's website at: www.valuegeneration.co.uk

Service 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 in 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.

5 easy ways to order



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Charwell House, Wilsom Road,
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Package fee:

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

Payment & Invoicing:

By cheque payable to Value Generation Limited or by credit/debit cards. Please send cheques to Value Generation Limited, 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 you Plan will be delivered within ten working days at the latest.

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.