

## Business Continuity Planning Solution

*An immediate, low cost and highly professional way to develop a Business Continuity Plan for your organisation – satisfying regulator, auditor and client requirements*

### WHY IS THIS NEEDED:

- Regulators (e.g. the FSA, the SRA, the Charity Commission) require organisations to address Risk Management and Business Continuity Planning issues;
- Clients & customers increasingly demand their service providers have an effective Business Continuity Plan;
- Protection against unplanned disruption is vital to ensure ongoing client service delivery. This includes disruption due to: fire, flood, IT downtime, loss of key staff, power failure, etc.

### WHAT DOES THE PACKAGE INCLUDE:

- Designed as an immediate Business Continuity Solution for smaller organisations the **QUICK PLAN** package includes:
  - A template Business Continuity Plan, largely pre-completed with designated areas for the addition of your bespoke business information;
  - An Instruction Guide showing the specific areas you need to complete and the precise business information that should be entered in each area.

### How the Package Works

On receipt of your order you will receive the **Continuity10 QUICK PLAN** package immediate download if paid for online or by email if paid for offline. When received you simply add your specific business information into the Plan following the Instruction Guide which is included in the **QUICK PLAN** package.

The Instruction Guide details the specific areas where information should be input and exactly what information is needed in each area. If you have any questions or wish for further clarification, there is a support service that you may contact and receive direct help from a Business Continuity Professional.

You may wish to further tailor the Plan to your own organisation, but our feedback from clients generally is that the Plan usually requires little amendment and is ready for use after the addition of specific business information. The process should always be overseen by a member of senior management but **QUICK PLAN** completion can be readily delegated to another member of staff. In all cases **QUICK PLAN** will save you time and money by providing a ready made template solution which is easily completed.

The **Continuity10 QUICK PLAN** package costs just **£195 plus VAT** (see overleaf) which includes all the documentation and guidance you need to develop a Business Continuity Plan for your organisation.

## QUICK PLAN - Contents

The **QUICK PLAN** Business Continuity Plan document includes the following key sections:

**Plan Overview Section** – which explains how the plan is to be used and providing important introductory information;

**Recovery & Continuity Section** – an action checklist to help managers handle an unplanned disruption and then restore operations as quickly and efficiently as possible;

**Appendices** – which are a store of relevant business information which may be required during the recovery process.

**QUICK PLAN** comes in a Microsoft Word format enabling easy input of business information and alteration (if required).

The Plan is largely pre-completed with only your bespoke business information to be added in following our step-by-step written instructions.

## Value Generation Limited

Value Generation is a professional services firm dedicated to servicing the Strategy, Efficiency and Risk Management needs of SMEs. **Continuity10 QUICK PLAN** is a product developed by Paul Johnson, Director - Risk and Continuity Division.

Paul is a Chartered Accountant, Chartered Loss Adjuster, Associate of the Chartered Insurance Institute and Member of the Business Continuity Institute. He has over fifteen years experience of helping organisations manage unplanned disruption and prepare Business Continuity Plans.

Value Generation holds accreditation from the Solicitors Regulation Authority for its Continuity10 workshop, the details of which are available on the company's website at:

[www.valuegeneration.co.uk](http://www.valuegeneration.co.uk)

## ORDER FORM

Please send me the **Continuity10 QUICK PLAN package**:-

Name:.....  
Position: .....  
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### QUICK PLAN fee due:

Net price: £195.00  
VAT: £34.13

Total due (incl. VAT): **£229.13**

Cheque enclosed :   
(payable to Value Generation Ltd)

Please invoice me first:

Payment by Debit /  
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### Credit/Debit Card Payments:

Name on card: .....  
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(delete as appropriate)  
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### Package fee:

The Continuity10 QUICK PLAN package is charged at £195 plus VAT (£229.13 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 order dispatched.

### 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 product.