

# **SME**-assist<sup>®</sup> LITE

Whole of business review to help SMEs improve their efficiency, strategy and protective risk management

## **SME-assist Lite Business Review**

*Improving profits, developing strategy, protecting and increasing the value of your business*

**Available  
across the  
UK now.**

**Helping  
SME  
owners  
improve the  
value and  
potential of  
their  
business**

*The **MOST EFFECTIVE** low cost business review service available for small and medium sized organisations willing to invest in their future.*

- Understand your business and eliminate inefficient activities that harm your profits
- Develop challenging strategy to drive your business growth and impress your stakeholders
- Secure your wealth with protective risk management and business continuity planning
- Win the respect of business partners through demonstrable business efficiency, vision and resilient operations

### ***Includes:***

- **One or two day, on-site business review visit**
- **Written Action Plan Report**
- **Three months Helpline Support**

To book *SME-assist Lite* please refer to the contact form attached. Should you have any queries please call, email or use the enquiry form on our website.

*SME-assist Lite* is a trading division of Value Generation Limited, Loxley Building, Manor Street, Audenshaw, Manchester, M34 5JG.  
Telephone: 0161 303 7993  
Email: [info@valuegeneration.co.uk](mailto:info@valuegeneration.co.uk)  
[www.valuegeneration.co.uk](http://www.valuegeneration.co.uk)

### **Why Implement *SME-assist Lite*:**

We understand that SME owners have achieved a great deal starting and maintaining their business. In many areas your business knowledge is second to none and we rely upon that to implement *SME-assist Lite*.

We bring a range of additional business skills that complement your knowledge and skill base, and a fresh perspective, to provide a view of your business that offers opportunities for improved efficiency, business strategy and risk management. As the business owner, managing operations on a day-to-day basis, it is difficult to objectively overview areas where room for improvement exists.

With *SME-assist Lite* we do this extremely efficiently, with minimal disruption to your management and operations; and at very little cost, because we believe many of our *SME-assist Lite* clients will want to work with us to develop their business in the future.

### ***SME-assist Lite* Objectives:**

SME business relies upon the ability to manage and drive limited resources to achieve an acceptable return for business owners. Whilst a larger organisation can rely upon a raft of managers undertaking specific roles, SMEs rely upon the key skills of business owners supported by others as and when resources allow. *SME-assist Lite* looks to complement SME owners in-house resources with a thorough business review and incisive recommendations that can significantly improve the profitability and value of their business.

*SME-assist Lite* is a broad scope, efficient and effective whole of business review targeted directly at SMEs.

*SME-assist Lite* is delivered through:

- a one or two day business review, working with business owners to review business operations efficiency, strategy and risk management;
- an Action Plan Report to make significant recommendations to improve business profitability, vision and entity value;
- a three month support helpline to provide an ongoing source of guidance for business owners implementing recommendations

The aim of *SME-assist Lite* is to provide SME business owners with an independent review of their business together with sound recommendations and ongoing support to enable them to make the changes necessary to maximise their business profitability and entity value. *SME-assist Lite* also seeks the protection of that value through effective risk management, recognising that the majority of an SME owners wealth and future may be tied up in their business.

### **Who should use *SME-assist Lite*:**

*SME-assist Lite* is designed for a broad range of SME business, anything from those operating in the hi-tech service sector to more traditional manufacturing industries.

*SME-assist Lite* would be of particular benefit to SME owners:

- looking to increase the value of their business and develop a clear exit strategy
- recognising there may be a need to change outdated business processes to eliminate inefficiency
- wanting to develop better strategic plans
- concerned that their wealth, invested in the business, needs to be properly protected
- Wishing to demonstrate to business partners a strong, efficient and resilient business

### ***SME-assist Lite* Director:**

**David Johnson** is a Chartered Accountant with 20 years experience working within the SME sector as a business adviser. He has worked with hundreds of clients in a diverse range of industries, including a number that have gone on to develop multi million pound revenues both in the UK & overseas and attracted private equity investment.

David works in various business advisory roles and as a non-executive director. He is a founding Director of Value Generation Limited, which is a company dedicated to the provision of business efficiency, strategy and risk management services.

David believes 'SME organisations have to be bold and continually question their business operations and strategy. Whether you are successful or struggling, better processes, clearer strategy and sound risk protection will enhance and protect the value of your business'

## **Get in touch to talk through the *SME-assist Lite* service!**

For *SME-assist Lite* enquiries please contact:  
*SME-assist Lite*, Value Generation Limited, Manor Street, Audenshaw, Manchester, M34 5JG.  
Tel: 0161 303 7993  
Email: [info@valuegeneration.co.uk](mailto:info@valuegeneration.co.uk)

A phone call or email costs very little in terms of time or expense. We acknowledge you may be reluctant to incur additional costs for 'business consultancy'. That's why we have kept the cost of *SME-assist Lite* to the minimum. We want to demonstrate what we can do for your business with minimal time or financial cost to you. We believe many of our clients will wish to continue our working partnership to drive the Action Plan recommendations we put forward.

# business review programme

**General business introduction and location tour.**

**Operational review, examining key business processes and day-to-day activities.** We will review your relationships with suppliers, overall business process flow and how your business interacts with clients and customers.

**Review of resources management** including staffing, facilities, equipment & stock. We are looking for healthy resource utilisation, and those areas where your investment in people and return on capital employed can be improved significantly.

**Finance and working capital review** including cash flow management, funding, creditor and debtor management. We are looking for streamlined finance and accounting ensuring you maximise early receipt of revenues, control bad debts and utilise external funding effectively. We also want to see operational overheads controlled and monitored through effective budgets and forecasts.

**Forward planning review** examining your business objectives, strategic plans, and the measures your business takes to keep on track by monitoring and correcting business performance

**Risk review** to identify key business risks and what impact risks could have on business operations. We also assess the personal risks to Directors under recent legislative reform. In addition we review insurance policy protections and examine the extent of business continuity planning (especially where this is required by customers or clients).

**Wrap up discussions**, covering any remaining areas of query and confirming any follow up information to be supplied.

**Implementation schedule for your Action Plan Report** and how to get the most from the ongoing support package (i.e. three month email support line.)

Contact us now to book your *SME-assist Lite* review at incredibly low prices

***SME-assist Lite***: Increased profitability now; clear objectives for tomorrow; and always, security

## Action Plan Report

There are five sections to your Action Plan Report:

**Section 1 – Introduction & Business Analysis:** providing an introduction to the *SME-assist Lite* process and an overall summary of your key business activities;

**Section 2 – Business Review - Efficiency:** analysing your historic and projected financial performance and the key elements of business operations that drive the operating profitability of your business (specifically designed to highlight areas of weakness or under performance);

**Section 3 – Business Review - Strategy:** examining business forward planning including the extent and reliability of financial and operating budgets and forecasts; review of, or the necessity for, documented strategic (business) plans and the extent to which the organisation has clear goals and objectives with which management, employees, customers and suppliers can align themselves;

**Section 4 – Business Review - Risk:** analysing business risks and what could threaten the business in terms of profits, reputation and overall survival; examining the extent of current business protections including insurance coverages, Directors' and Officers' policies and Business Continuity Plans;

**Section 5 – Action Plan Summary:** providing a summary of the key Action to be taken across all areas of Strategy, Efficiency and Risk management. Steps are clearly specified and rated by order of importance enabling you to focus your efforts on those areas most damaging to your future success, profitability and security.

## Support Helpline

**3 months of continuing support**

Implementation of your Action Plan recommendations should have a material impact on your profitability, business development and operational resilience.

We recognise you may face challenges as you seek to implement the recommendations and want to help you with ongoing questions and queries to help smooth the planned changes in your business.

We do this through an email support line, so that you know assistance is available, at the click of a button, to give you the confidence and guidance you need.

### CONTACT FORM

Please contact us regarding:

#### The *SME-assist Lite* service

Name (Mr/Mrs/Ms/Other): .....

Position: .....

Telephone: .....

Fax: .....

Email: .....

Organisation: .....

Address: .....

.....

Town/City: .....

Postcode: .....

Please contact me to discuss *SME-assist Lite*

Please contact me again in six months

Please add me to your mailing list for newsletters and similar information

Cost and availability of the *SME-assist Lite* service is provided in the right hand panel. You will not receive an invoice from us until the Action Plan Report has been provided to you.

SME-assist Lite UK 2008 cost & availability

#### Availability:

From 2008, *SME-assist Lite* will be available across mainland UK for the first time.

We aim to conduct the on-site business review within 4 weeks of booking the service, to fit in with your requirements.

#### Cost:

The cost of *SME assist-Lite* is dependent on your business turnover as follows:

##### Up to £5mn:

£1,495 plus VAT

##### Between £5 - £10mn:

£2,495 plus VAT

##### Over £10mn:

We will provide a bespoke quotation on request

#### 4 easy ways to contact us



0161 303 7993



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



[info@valuegeneration.co.uk](mailto:info@valuegeneration.co.uk)



*SME-assist Lite*  
Value Generation Limited  
Loxley Building, Manor Street,  
Audenshaw, Manchester, M34 5JG

#### Service costs:

Service costs will be dependant upon turnover projected for the financial year during which the *SME-assist Lite* review is undertaken. This amounts to £1,495 plus VAT for companies with turnover up to £5mn and £2,495 plus VAT with turnover between £5mn and £10mn. Companies with turnover above £10mn will be provided with a bespoke quotation.

#### Multi-service discounts:

Each *SME-assist Lite* assignment will include a business review undertaken at one location. During our work we will review wider company activities at other locations, however should you wish us to undertake local visits and issue local Action Plan Reports this can be arranged at a reasonable additional fee that we will discuss with you.

#### Service Standards:

We are determined to provide an exceptional service and have a range of service standards to manage the work we undertake on your behalf. This includes a promise to respond to your enquiries within a reasonable period; to arrange a

Business Review visit within 4 weeks of your booking and to deliver your Action Plan Report within 7 working days of our Business Review visit.

#### Payment:

Payment is due on presentation of invoice by cheque payable to Value Generation Limited. An invoice will not be raised by us until you have received your Action Plan Report. Cheques should be sent to Value Generation Limited, Loxley Building, Manor Street, Audenshaw, Manchester, M34 5JG.

#### Liability:

Value Generation Limited reserves the right to alter any part of the published work programme to match the individual circumstances of each client. Business efficiency, strategy and risk management is a complex process and *SME-assist Lite* must be supplemented by thorough management review before decisions are taken to change or develop business processes, strategy or risk protections. In all cases Value Generation does not accept liability for decisions taken, save where such liability cannot be excluded by UK law.