



Compliance Review & Updating Service

There is just so much regulation that falls on your shoulders when trying to run a legal practice! Keeping up to date and then ensuring that policies and procedures are updated in good time is difficult and a constant worry. **We not only provide you with an Office Procedures Manual that is up to date and Lexcel, CQS & SQM compliant but will keep it and you up to date through our subscription service - which also spreads the cost through monthly payments.**

The SRA is saying that they are tightening up their inspection regime!

We will review your current policies and procedures, your current Office Procedures Manual, provide you with an up to date one, keep it up to date for you and keep you up to date with regular bulletins. The manual will be customised to your practice from information you give us. Gives you peace of mind and a chance to get on with fee earning!

This is a subscription service with an annual charge payable by monthly direct debit. See below for prices. It is based upon the documents sent to us. It includes:

What we will do

- i) Review your current Office Procedures Manual (OPM) against current requirements
- ii) Provide you with a revision of your current OPM to bring it up to date
- iii) Provide you with a new up to date OPM, if you do not have one, or revision required is so extensive that it makes more sense to start afresh – the OPM is editable
- iv) Provide you with a quarterly compliance bulletin to keep you up to date on changes in compliance requirements

All work is carried out remotely. Unless by separate arrangement.

Our Charges

BASIC PACKAGE	Per Annum	Per Month
Office Procedures Manual 2 to 10 fee earners Subscription	£996	£83
Office Procedures Manual Sole Practitioner Version (one Fee-Earner)	£720	£60
ADDITIONAL COSTS		
Office Procedures Manual 11 to 50 fee earners Subscription	£1500	£125
Each Additional Office	£300	£25

- Prices quoted are net of VAT which will be charged on top.

Contact Details

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