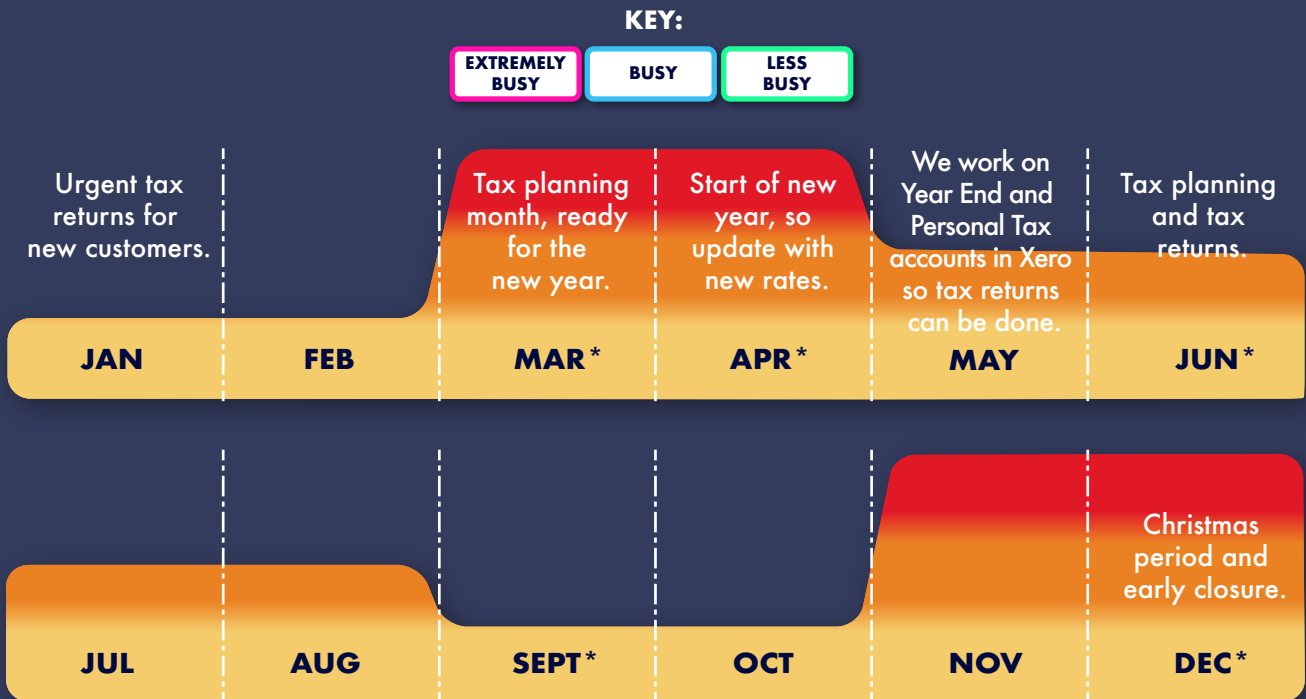


Heat map

For transparency we are sharing our busy times.
You may experience some delays during our busier months.



*The majority of our clients have similar VAT & Quarter End dates, this can sometimes result in busier times due to high volumes of work in these months.

MANAGEMENT SERVICE	START	DUE	NOTES
Virtual Finance Director Accounts	Monthly	15th of the month	If up to date, we have 2 weeks to prepare - if Xero all up to date.
Payroll	Monthly	Due by 27th max	We have a week to prepare, you need to advise of changes, expenses, etc ASAP to allow changes, review and updates.
PAYE & CIS Payments	Monthly	Due by 22nd of following month	You need to make a payment on time, we would have sent you an email with amounts and reference to use.
VAT	Quarter	Due by 7th of 2nd Month	We have 5 weeks to prepare. Xero needs to be up to date and info given to the team ASAP.
Tax Returns	Starts 5th April annually	31st January following year	We have 9 months to prepare but we work on them from April to around Oct. Xero needs to be up to date and you need to ensure we have your date. Keep an eye out for email re payments that will be due 31st Jan and 31st July.
CS01	Annually	Random Date	We have 2 weeks to prepare. We will send an email to you when it is due.
Annual Accts	Annually		We have 9 months to prepare but we work on them as soon as Year End has passed and Xero is up to date. We will email you when we can prepare.
Supplier Payments		Weekly or Monthly	We ask you who to pay if any needs to be made - but need time to make payments in the day - early confirmation is helpful.

ADDITIONAL NOTES FOR OUR CLIENTS REGARDING TIMINGS:

-  We have a programme in place that manages our work flows.
-  We set recurring jobs for each job we do for you.
-  If you had a specific job that we carry out, we add this on so it doesn't get missed.
-  If you need a reminder about any area or would like to add on a service, we capture this in the service, invoice and update our process for you

Please use the details below if you need to get in touch, or book an appointment with the team using this link:
<https://soaring-falcon.youcanbook.me>

If you would like your work to be prepared even earlier, or super fast, this is achievable. However we may have to task this to a new team member, which may result in additional fees. We will try to avoid this where ever possible and will keep you fully informed.