BUSINESS CASE WHITEPAPER · FND-011

Registered office setup coordination

Compare what two registered office offers actually cover.



The decision

Two address offers appear similar until mail handling and renewal terms are compared.

What the fee buys

We compare two eligible address providers and coordinate onboarding with the founder's choice. Address subscription is extra.

When to commission

Compare before subscribing and confirm unresolved terms with the chosen provider.

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SCOPE AND OPERATING CASE

How the work changes the decision

Starting position

The cheaper address offer forwards scanned mail weekly. The team needs to see time-sensitive letters sooner.

In this illustrative case

Add mail handling frequency beside the subscription fee before comparing the two offers.

Inputs and ownership

Set out the jurisdiction, address-use needs and mail handling requirements to compare.

1. Confirm address requirements
2. Compare eligible providers
3. Coordinate onboarding

Using the handover

Use the comparison to choose an arrangement that fits how official post will be handled.

An alternative to buying

Contact one preferred provider directly if its service already satisfies the company's brief.

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INVESTMENT AND EVALUATION

Test the case before approving spend

£249 GBP · one-time catalogue fee excluding applicable VAT

Full cost to the buyer

Government, agent, address and bank charges are separate where applicable. Include the cost of preparing inputs, reviewing the output and implementing any subsequent changes.

A time-only comparison

At an illustrative £40 per staff hour, the fee alone equals 6.22 hours. Replace £40 with your own fully loaded hourly cost. Divide the full incremental cost by that rate to find your break-even hours. Count only effort you can reasonably avoid. This illustration predicts no saving.

What to measure

Record whether eligibility, forwarding, renewal and additional costs are known for each option. Record a baseline before work begins. Use the same scope and definition at follow-up, and note changes outside this service.

Timing and dependencies

Pay upfront at the external checkout. You can prepare immediately. We track clearance and start intake when payment clears, which can take up to seven business days depending on the payment system. The estimate after start and receipt of complete inputs is 2–3 working days for our work. Provider and applicant waiting time is additional.

Approval test

Compare before subscribing and confirm unresolved terms with the chosen provider. Assign an owner for the handover and a date for checking the measure. If the inputs or owner are missing, defer the purchase.

Basis: Routine Works service specification FND-011, GBP catalogue fee and an illustrative working case. View service scope.

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