BUSINESS CASE WHITEPAPER · FND-025

Company records handover

Make company records easy for the next responsible person to find.



The decision

The team has incorporation records but cannot identify the authoritative version or its owner.

What the fee buys

We index up to 15 incorporation records and deliver a private folder structure with an ownership list.

When to commission

Buy when record ownership or version control is unclear and a recipient will maintain the index.

SPARKLE SOLUTIONS GROUP LTD · Registered in England and Wales
71–75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom
routineworks.co.uk · contact@routineworks.co.uk · support@routineworks.co.uk

SCOPE AND OPERATING CASE

How the work changes the decision

Starting position

A certificate is saved in three folders with different names.

In this illustrative case

Identify the verified copy, its date and its owner. Point the handover index to that copy.

Inputs and ownership

Gather up to 15 records, their dates and the roles allowed to access them.

1. Review supplied records
2. Build private folder index
3. Confirm ownership list

Using the handover

Use the index to find core documents quickly and identify any missing copy before handover.

An alternative to buying

Keep the existing filing structure if a colleague can reliably retrieve the current copies.

SPARKLE SOLUTIONS GROUP LTD · Registered in England and Wales
71–75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom
routineworks.co.uk · contact@routineworks.co.uk · support@routineworks.co.uk

INVESTMENT AND EVALUATION

Test the case before approving spend

£199 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 4.97 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

Time a colleague locating three named records before and after handover. 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.

Approval test

Buy when record ownership or version control is unclear and a recipient will maintain the index. 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-025, GBP catalogue fee and an illustrative working case. View service scope.

SPARKLE SOLUTIONS GROUP LTD · Registered in England and Wales
71–75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom
routineworks.co.uk · contact@routineworks.co.uk · support@routineworks.co.uk