



ICAEW BUSINESS ADVICE SERVICE

REQUEST FOR ADVICE FORM – SMES AND START-UPS

Please complete this form and send it to the ICAEW firm you have chosen. You can print and post/fax the form. Or you can save the information you type into this form and attach it to an email. This will allow the firm to direct your enquiry to the most appropriate expert for your business needs.

The initial consultation will be at no charge.

YOUR DETAILS

Name (title/forename/surname)

Telephone number

Email address

Business name (if you have one)

ABOUT YOUR ENQUIRY

Please provide a brief description of your business/proposed business (ie, what do you do, how long you have been trading and an indication of the size of your business – latest annual turnover/number of employees).

Please give a brief summary of the issue you would like to discuss (in less than 100 words).

How would you like to be contacted initially? (Please ensure you provide your details above)

- By email
 By telephone
 Other (please explain)

Do you have an existing accountant?

- No
- Yes (If yes, please provide their contact details)

Details of your existing accountant

Name (title/forename/surname)

Address

Postcode/Zipcode

Telephone number

Where did you hear about the ICAEW Business Advice Service?

- Internet
- Friend/colleague
- ICAEW
- Wilmington Publishing and Information Ltd
- Radio advertising
- Press advertising
- Exhibitions/events
- Other (please explain)