

## What does the Helpline Service include?

### The Helpline Service includes:

- **Clear guidance** - to help you use our accounting system and prepare your own annual accounts.
- **Preparation of your tax computations** - so you can comply with the self-assessment tax rules.
- **Preparation of your Self-Assessment Tax Returns** - to comply with HMRC requirements. Advice on how to maximise your tax relief.
- **Access to our database of Information Publications** - designed to make life easier for busy owner managers.
- **Better Business Focus** - a free copy of the unique monthly Better Business Focus publication is available on our website. It's jam-packed with articles on marketing, selling, business building, motivating, leadership, management and many other key skills to make your business really fly.

## What does the Helpline Service cost?

The Standard Helpline (where you complete our spreadsheet) costs £295 a year, inclusive of VAT at 20% if you let us have your information before 31 August after the end of the tax year.

After that date the service costs £345 (see [www.network-marketing.uk.com](http://www.network-marketing.uk.com) for further details).

The Premium Helpline Service (where we complete the accounts from your receipts) costs £445 a year, inclusive of VAT at 20% if you let us have your information before 31 August after the end of the tax year.

After that date the service costs £520 (see [www.network-marketing.uk.com](http://www.network-marketing.uk.com) for further details).

This is my first year being self-employed. To date I have found PRB to be extremely helpful and responsive and very happy to recommend their services to network marketing professionals, an industry well understood by the company.

PRB provide really great service. They were fast, quick and efficient in getting our end of year accounts done on time. Many thanks to Chris and his team for all their hard work and support.

### Contact us:

t: 01444 458252

e: [info@prbmp.com](mailto:info@prbmp.com) w: [www.network-marketing.uk.com](http://www.network-marketing.uk.com)

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 **PRB accountants**  
the accountants you can count on

Help is  
on hand  
- At Last

Unlock your financial future with the  
Helpline Service designed specially  
for Network Marketing Distributors



# Introduction

Many people starting in Network Marketing haven't been in business before. The tax rules and National Insurance regulations can appear quite frightening. But the costs of retaining an Accountant to help you may be equally frightening.

That is why the Helpline Service helps to keep your accounting costs to a minimum. You only pay for what you want and what you can afford.

This system works best for distributors who use our customised spreadsheet or online cloud based bookkeeping software.

Armed with the guidance you'll get, you should be able to keep your books and records in good order and complete your annual accounts for us to review. After our review we will then be able to complete your Self-Assessment Tax Return and send it to you to sign and forward to HM Revenue & Customs to agree your tax position for each year.

And of course, as you'd expect, all of your personal tax and financial details are treated in the strictest confidence.



# Subscribing to Helpline Service

Subscribing to the service couldn't be easier. All you have to do is to:

- Complete the Registration Form.
- Visual/Identification documents - Original Passport or Photo driving licence and an utility bill showing your current address (re: Money Laundering Act - 1 March 2004).

...and post everything back to us.

Once we have reviewed your details, we will take the necessary copies and return the originals to you, together with our standard engagement letter for you to complete - don't worry. All the information you'll need will be ready to hand - especially if you've used the spreadsheet or online software.

# Online Helpline Service

We are proud to be able to offer the first bespoke piece of Network Marketing bookkeeping software. This is a cloud based system which means you can use it from any web-enabled device. The annual cost of this service is £395 inclusive of VAT, and for this price you get access to the software, the ability to ask any questions you wish to throughout the year, and preparation of your Self-Assessment tax return.

You can sign up for a free 30 day trial of the software by visiting our website at [www.network-marketing.uk.com](http://www.network-marketing.uk.com) and clicking on the "Sign Up" link.

I have always found PRB to be helpful, efficient and easily accessible via email or telephone and would have no hesitation in recommending their services.

REGISTRATION FORM

## Helpline Service Subscription

(please complete and send to us at the address shown overleaf)

Please Tick Boxes Below

- ☐ I/We wish to become a Standard Helpline subscriber
- ☐ I/We wish to become a Premium Helpline subscriber
- ☐ I/We wish to become a Online Helpline subscriber

Your Personal Name:

Network Marketing Organisation:

Date of Commencement of Trading:

Address:

Post Code:

Telephone (Home):

(Work)

Fax (Home):

(Work)

Mobile Phone:

Email address:

Signed

Date

Are you employed?

Do you have a previous accountant?