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Source legal documents on a startup budget

Jon Aslin

www.clickdocs.co.uk



Scope

- **Introduction**
- **Legal documents for startups**
- **Business Structures**
- **Trading Terms & Conditions**
- **Business Agreements & Policies**
- **Ecommerce**
- **Intellectual Property**
- **Employment**
- **Summary & Next steps**

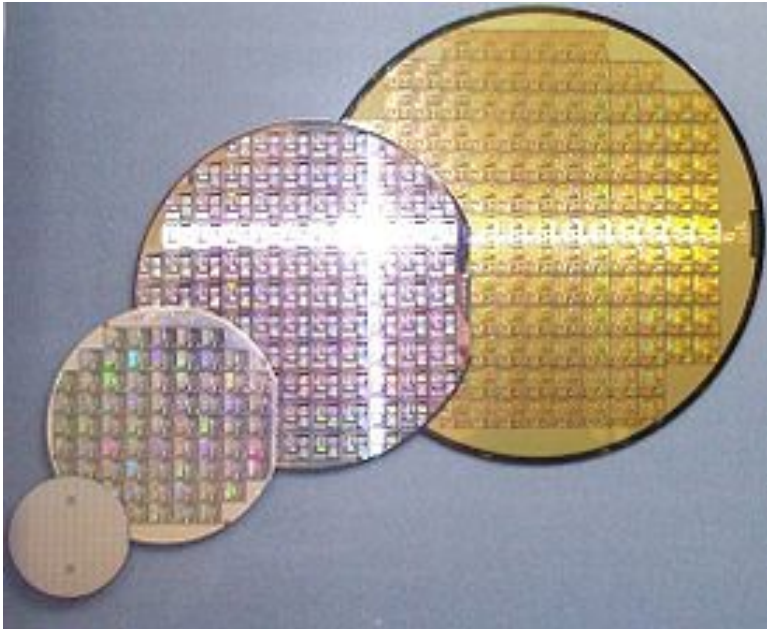
Introduction

- **Aims**
 - Inform
 - Reassure
 - Explore context
 - Encourage



Introduction

- Background



Legal documents for startups

- **Clickdocs**
 - Meet basic needs
 - Exploit commonality
 - Offer convenience
 - Budget



Image by Brokensphere



Business Structures

- Sole trader
- Limited company
- Partnership
- Limited Liability Partnership
- Considerations

www.gov.uk/topic/company-registration-filing/starting-company

www.clickdocs.co.uk/partnership-agreement-forms.htm

www.gov.uk/licence-finder

Business Structures



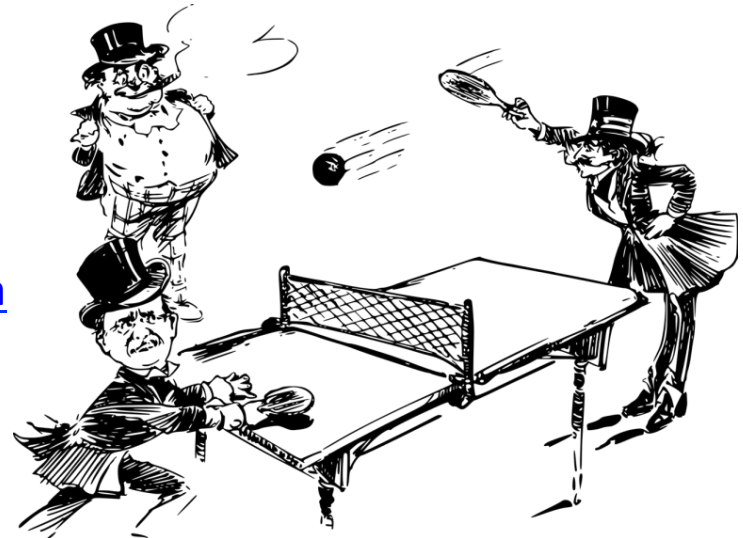


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Trading Terms & Conditions

- Sale and Purchase
- Requirements
- B2B v B2C, Goods / Services
- Benefits
- Considerations
- Battle of the forms
- International trade

www.clickdocs.co.uk/terms-and-conditions.htm
www.exportingisgreat.gov.uk





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Trading Terms & Conditions

Including advertising agency afterschool club architectural consultant a
sbestos surveyor babysitter bathroom fitter breakfast club bricklayer bu
ilder building defect surveyor business coach business consultant carpe
t cleaner carpet fitter child minder cleaner commercial property surveyo
r dance tutor dating agency day care nursery decorator domestic energy a
ssessor electrician entertainment agency environmental consultant test
ate agency exterior cleaner flooring fitter gardener glazier handyman he
alth and safety consultant home inspector horse riding instructor insulati
on installer it consultant joiner landscaper language tutor letting agency l
ife coach literary agency management consultant marine surveyor mark
eting consultant modelling agency music tutor nanny agency painter per
sonal trainer plasterer plumber private tutor public relations consultant
recruitment agency residential property surveyor roofers singing tutors su
rveyors swimming instructor tiler town planning consultant web design c
onsultant window fitter www.clickdocscouk



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Business Agreements & Policies

Agency Import

Franchise Outsourcing

Joint
Venture

Maintenance

Environmental Policy

Confidentiality

Subcontract

EXPORT

ETHICAL POLICY

Consultancy

Hire

Distribution

Ecommerce

- **Startup access**
- **Trading online**
- **Global reach**
- **Privacy**
- **Data Protection**



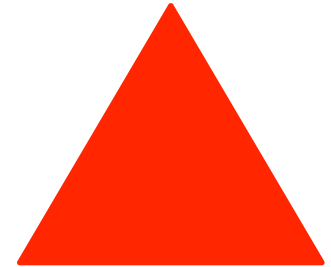
ico.org.uk/for-organisations/guide-to-data-protection
www.clickdocs.co.uk/internet-law.htm



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Intellectual Property

- Trademarks
- Registered Design
- Copyright
- Patents
- Infringement
 - Example 1 - Image
 - Example 2 - Trademark



www.gov.uk/government/organisations/intellectual-property-office



Employment

- Status
- Written particulars
- Rights
- Benefits
- Regular change



www.gov.uk/browse/employing-people
www.clickdocs.co.uk/employment-contracts.htm



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Employment

Grievance Procedure

Shared Parental Leave Policy

Adoption Leave Procedure

Driving at Work Policy

Sickness and Absence Policy

Disciplinary Procedure

Alcohol and Drug

Recruitment Policy

Misuse Policy

Appraisal Policy

Redundancy Policy

Induction Policy

BYOD Policy

HR Forms

Employment Contract

Equal Opportunities Policy

Smoke Free Policy

Computer Policy

Whistleblowing Policy

Parental Leave Policy

Paternity Policy

Directors Service Agreement

Diversity Policy

Maternity Policy

Health and Safety Policy

Reservist Policy

Flexible Working Policy

Harassment Policy



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Summary & Next Steps

- No barrier
- gov.uk, clickdocs.co.uk
- Trading & Employment
- Change
- B*****
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