



Quote comparison sheet for _____

		Yes	No	Cost estimate
1.	Advise on the most appropriate share plan arrangements			
2.	Design and draft the share plan rules and employee participation agreements e.g. option agreements			
3.	Draft shareholders' resolutions to reorganise the company's share capital, amend articles of association to protect shareholders and draft board resolutions to adopt the plan and make awards			
4.	Revisions or consents needed under any existing shareholders' agreement to introduce and operate plan			
5.	Negotiate a share valuation with HM Revenue & Customs			
6.	Present the plan to employees			
7.	Questions & answers sheets for participants			
8.	Personalised employee documents for signature			
9.	Deal with HM Revenue & Customs and Companies House filings relating to the plan so that critical deadlines or requirements are met			
10.	Administer the plan, maintain share plan records and act as Trustee, as necessary			