

Key phases of every LEAP Enterprise Company.

1. Print out information off www.leedsenterprise.co.uk
2. Download a registration form - and return by email LEAPinformation@yahoo.co.uk
you are not insured until we receive this form
3. Who is in Company?
4. Electing/choosing Directors
5. Meeting Agendas - minutes and clear indication of Actions and who is responsible
6. Product
7. Name of Company
8. Logo - there will be a prize for the best logo
9. Open a Bank Account
10. Administration folder - keep a folder with all minutes, advertising, brochures, trade fair photos etc. This will be a great help in all the competitions
11. Selling shares - for start-up capital
12. Getting Sponsorship - for leaflets and t-shirts
13. Writing a Business plan - for submission to LEAP, now part of Best Administered and Best Company Competitions and there will be a prize for the best business plan
14. Sourcing and Manufacturing
15. Pricing - pay particular attention to VAT
16. Accounts - make sure all receipts and expenses are kept and recorded as well as the sales and attend the Finance Seminars [see website for details]
17. Create selling opportunities - and attend the Christmas and February Trade Fairs put on by LEAP
18. Advertising and brochures - consider colour photocopying which is often cheaper than printing ink
19. Competitions - see www.leedsenterprise.co.uk for full details
20. Trade Fairs - opportunities to sell and part of Competitions
21. Presentations - a marvellous way to gain skills and confidence and part of the competitions
22. Report writing

At every stage, if in doubt check the website for information [particularly the Q&A section], ASK your Enterprise Teacher, your Business Mentor or email LEAPinformation@yahoo.co.uk or telephone Miles Mount on 07802 307054