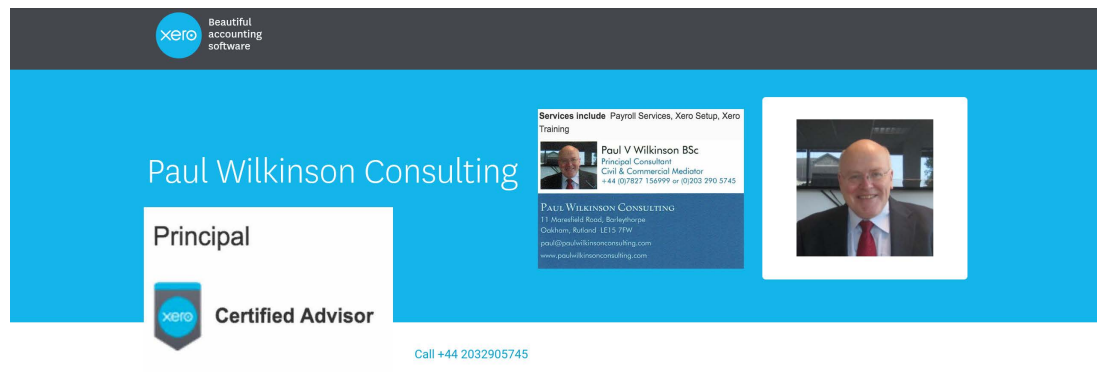


CQS Office Procedures Manual

Version 1.0



The image shows a business card for Paul Wilkinson Consulting. At the top left is the Xero logo with the text "Beautiful accounting software". The main text on the card reads "Paul Wilkinson Consulting" and "Principal". Below this is the Xero logo and the text "Certified Advisor". On the right side, there is a photo of Paul Wilkinson and a contact card. The contact card lists "Services include Payroll Services, Xero Setup, Xero Training", "Paul V Wilkinson BSc", "Principal Consultant", "Civil & Commercial Mediator", and contact details: "11 Marshfield Road, Borelyncrope, Oskham, Rutland, LE15 7FW", "paul@paulwilkinsonconsulting.com", and "www.paulwilkinsonconsulting.com". A phone number "Call +44 2032905745" is printed at the bottom right of the card.



Assisting Legal practices to manage their business and to maintain quality standards and compliance with Solicitors Regulation Authority [SRA] Code of Conduct, OFR and SRA Accounts Rules.

Preparing firms for Compliance Audits for the Law Society's Conveyancing Quality Standard CQS, Wills [WQS] and Lexcel Accreditation [Lexcel] and the LAA SQM. LEAP Consultant

Last update April 2017

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