

**The *first* NEW and updated Office Procedures Manual (OPM) prepared for Lexcel 6.1 Dec 2018, CQS CPMS May 2019 and the New SRA Standards and Regulations and Solicitors Accounts Rules Nov 2019**

* **Designed** for the new **CQS** Core Practice Management Standard required for all CQS firms to meet from 1 May 2019
* **Incorporates** all of the December 2018 changes GDPR etc for **Lexcel 6.1** requirements
* **Combines** both the **new** SRA Standards and Regulations and SRA Solicitors Accounts Rules 2019
* **Editable** policies, procedures, documents, forms and links in easy to use Word format
* **New up-to-date Policies** for Transparency Rules 2018, AML, Privacy, GDPR and more
* **Compliant and up-to-date** with **both** the current SRA Handbook 2011 and SRA Account Rules, and also the New 2019 SRA Standards and Regulations and SRA Accounts Rules

***Pricing Structure\****

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| **BASIC PACKAGE Per Annum Per Month** |
| Office Procedures Manual 2 to 10 fee earners Subscription | £995 | £85 |
| Office Procedures Manual Sole Practitioner Version (one Fee-Earner) | £695 | £60 |
| **ADDITIONAL COSTS** |
| Office Procedures Manual 11 to 50 fee earners Subscription | £1495 | £125 |
| Each Additional Office | £250 | £21 |
| New CQS CPMS additional and updated Policies and Procedures (Only) | £250 | £21 |

\* All prices are excluding VAT. Prices include customisation and compliance updates for one year.

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