

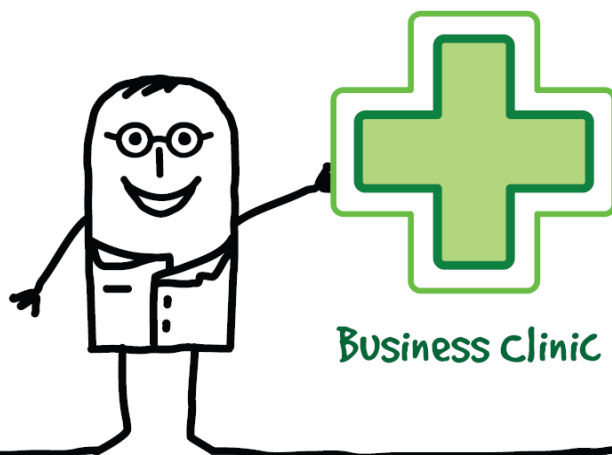
# ImmUnise your business from the recession.....

A program of FREE  
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Organised by:



University of  
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# Small Claims for Business

Delivered by Machins Solicitors



This seminar will give you the vital skills to file for small claims, which can be vital in the current economic climate. The seminar will show how to claim correspondence and how to fill in the court form. It will also consider the normal court procedure, Alternative Dispute Resolution's and also the hearing. The seminar will explore the costs/fees associated with

small claims and their recovery, judgement enforcement and how to avoid claims where possible.

**Date:** Thursday 1st October 2009  
**Time:** 2.30pm - 4.30pm  
**Cost:** FREE  
**Venue:** Basepoint Innovation Centre,  
110 Butterfield, Luton, LU2 8DL  
**Booking:** [regeneration@luton.gov.uk](mailto:regeneration@luton.gov.uk) / 01582 547241



**Machins**  
— SOLICITORS —

# Legal Solutions to improve your business

Delivered by Neves Solicitors



This seminar will provide you with helpful information and assistance on vital changes that may be required to your standard terms and conditions to ensure your business can survive; explaining how you can recover debts without issuing Court

proceedings; provide tips for negotiating better terms for leased premises and other legal solutions to help improve your business.

**Date:** Thursday 8th October 2009  
**Time:** 2.30pm - 4.30pm  
**Cost:** FREE  
**Venue:** Basepoint Innovation Centre,  
110 Butterfield, Luton, LU2 8DL  
**Booking:** [regeneration@luton.gov.uk](mailto:regeneration@luton.gov.uk) / 01582 547241

**Neves**  
SOLICITORS

# Debt Management

## Delivered by Mazars Accountants

Learn the key aspects to Debt Management and the options available to you in the current economic climate. We will explore the various forms of finance available to businesses and the key factors determining the level of debt to take on (gearing, tax deductibility of interest payments etc). You will also learn the key methods of mitigating risk and exposure.



**Date:** Thursday 15th October 2009

**Time:** 2.30pm - 4.30pm

**Cost:** FREE

**Venue:** Basepoint Innovation Centre,  
110 Butterfield, Luton, LU2 8DL

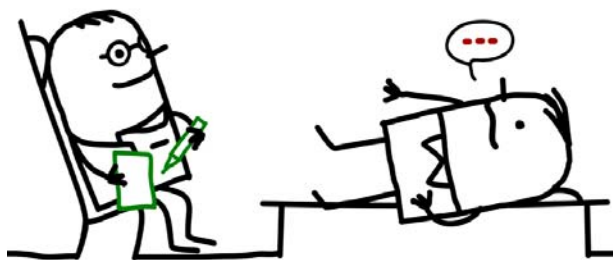
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# Cash Flow Management & Taxation

## Delivered by Keens Shay Keens Accountants

Simple tips on improving cash-flow, combined with helpful tips on how to ensure that you pay no more tax than necessary. Explore tax efficient methods of remunerating staff, maximising the amount in their pocket whilst minimising the amount paid to HMRC. Useful to anyone who may not have sophisticated financial systems and are looking for simple ways to improve their business performance



**Date:** Thursday 22nd October 2009

**Time:** 2.30pm - 4.30pm

**Cost:** FREE

**Venue:** Basepoint Innovation Centre,  
110 Butterfield, Luton, LU2 8DL

**Booking:** [regeneration@luton.gov.uk](mailto:regeneration@luton.gov.uk) / 01582 547241



**KEENS SHAY KEENS**  
LIMITED  
CHARTERED ACCOUNTANTS  
AND BUSINESS ADVISERS

# How to Attract Customers Using Free / Low-cost Internet Marketing

Delivered by Business Link East



In order to attract more customers to your enterprise, a standard website alone is not enough! This briefing will give you a series of free/low cost ideas for marketing your business online. Discover new ideas to boost your sales, without leaving your office!

**Date:** Thursday 29th October 2009

**Time:** 2.30pm - 5.00pm

**Cost:** FREE

**Venue:** Basepoint Innovation Centre,  
110 Butterfield, Luton, LU2 8DL

**Booking:** [regeneration@luton.gov.uk](mailto:regeneration@luton.gov.uk) / 01582 547241



# Tendering for Public Sector Contracts

Delivered by Business Link East



This briefing gives an overview of the tendering process, how to identify potential contracts, what to include in a tender and how to write a successful bid. It incorporates everything you need to know about tendering for the public sector. This briefing will help you to acquire the skill and knowledge needed for the tendering process.

**Date:** Thursday 5th November 2009

**Time:** 2.30pm - 5.00pm

**Cost:** FREE

**Venue:** Basepoint Innovation Centre,  
110 Butterfield, Luton, LU2 8DL

**Booking:** [regeneration@luton.gov.uk](mailto:regeneration@luton.gov.uk) / 01582 547241

