



Service guide

Your practical guide to everything covered under your Lawyerlink subscription.

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We prepare and review franchise agreements for both franchisors and franchisees.

/01

Proactive legal planning

You can book regular sessions with our commercial solicitors to stay on top of your legal obligations and reduce potential risks. These sessions help identify compliance gaps, address industry-specific challenges, and give you access to clear, practical legal advice.

- ✓ **Clear, practical advice**
- ✓ **Proactive legal planning**
- ✓ **Tailored risk management**

/02

Business structuring and start-up support

Our solicitors provide tailored legal advice to help you establish and structure your business on a strong foundation. We guide you through your options and prepare the key documents needed to operate with clarity and confidence, including:

- ✓ **Choice of structure**
Advice on trading as a sole trader, partnership, or limited company.
- ✓ **Governance documents**
Drafting and reviewing partnership, shareholder, and directors' agreements, articles of association, and related documents.
- ✓ **Corporate housekeeping**
Preparing resolutions, advising on statutory registers, and providing guidance on Companies House requirements.

- ✓ **Founders' agreements**

NDAs, consultancy/service agreements, and website terms for early-stage protection.

- ✓ **Intellectual property**

Advice on assignments, licences, and brand protection for your core assets.

Please take note of the services that we do not offer:

- ✗ **We do not provide financial, tax, or investment advice.** For structuring involving tax treatment, share valuations, or fundraising, it is recommended to consult a qualified accountant, tax adviser, or an FCA-authorized professional.
- ✗ **We do not act as company secretaries or submit filings to Companies House.** Our role is limited to preparing documents and advising on governance obligations.

Employment law services

Our employment law solicitors assist with your workplace matters, from drafting policies or contracts to ensuring compliance, helping you create a healthy, productive, and legally secure environment.

✓ Employment dispute resolution

We provide professional advice on resolving workplace disputes through virtual sessions with relevant third parties (e.g., employees, labour brokers, unions) and draft settlement agreements to avoid litigation.

✓ Disciplinary proceedings

Legal guidance on conducting internal investigations, drafting warnings and notices, and preparing for disciplinary hearings.

✓ Drafting HR policies

We draft key HR policies to ensure your business complies with employment law and fosters a fair and inclusive workplace. These include:

- **Disciplinary and grievance policies**
- **Equal opportunities policy**
- **Sickness and absence policy**
- **Flexible working policy**
- **Health and safety policy**
- **Anti-harassment and bullying policy**
- **Maternity, paternity, and parental leave policy**
- **Whistleblowing policy**

✓ Employment contracts

We create tailored employment contracts that set clear expectations and minimise future disputes.

✓ Redundancy procedures

We provide guidance on legally compliant redundancy processes, ensuring fair employee selection and thorough consultations.

✓ Post-termination restrictions

We draft and review non-compete clauses and restrictive covenants to protect your business from unfair competition.

Please take note of the services that we do not offer:

- ✗ **Employment tribunal & court representation:** We do not provide representation in employment tribunals or court cases. Our focus is on resolving disputes proactively through dialogue and negotiation with employees to address issues early and minimise the risk of escalation to formal proceedings.
- ✗ **International & immigration employment law:** Our services are limited to UK employment law. We do not provide advice on international employment law, cross-border employment disputes, or immigration-related matters such as visa sponsorship or compliance with immigration laws in employment contexts.
- ✗ **Tax, payroll, & pension services:** We do not provide payroll management, taxation services related to employment, or the setup and management of employee pension schemes. However, we can advise on contractual disputes involving tax or payroll issues and provide general guidance on employment benefits.
- ✗ **Health & safety risk assessments:** While we assist with drafting health and safety policies, we do not conduct on-site risk assessments or audits.

Compliance & regulatory services

Our experienced regulatory and compliance solicitors help you navigate the laws and regulations relevant to your industry, protecting your business from non-compliance risks. These services include:



✓ Policy & procedure drafting

We draft or review policies and procedures to ensure your business complies with relevant regulations. This includes health and safety policies, privacy notices, employee handbooks, and cybersecurity policies designed to safeguard your data and reduce risk.

✓ Employment law

We help you comply with statutory requirements relating to employee rights, contracts, and workplace policies.

✓ Data and privacy protection

We guide you through compliance with data protection laws, including the Data Protection Act 2018 and UK GDPR (as amended by applicable UK data protection regulations and ICO guidance).

✓ Data breach response guidance

If you experience a data breach, we provide immediate advice on the steps to take so you can respond quickly and minimise impact. While we do not manage incidents directly, we give you the essential legal guidance to support your team's response.

✓ Regulatory inquiry advisory

If your business is facing a regulatory inquiry or audit, we provide expert advice to help you prepare effective responses and understand your obligations, ensuring you are in the best possible position.

Please take note of the services that we do not offer:

- ✗ **Health and safety inspections:** While we assist with drafting health and safety policies, we do not conduct on-site risk assessments or audits.
- ✗ **Licensing applications:** We do not handle full licensing applications or submissions. Our role is to provide licensing advice and guide you through the regulatory requirements.
- ✗ **Representation in regulatory enforcement actions:** We do not provide direct, in-house representation during enforcement actions initiated by regulatory bodies, such as investigations or hearings. Our role includes preparing documentation, offering strategic advice, and liaising with the external team to protect your interests and ensure the process runs smoothly.
- ✗ **Compliance outside the UK:** Our services focus on UK regulations. For compliance needs in other jurisdictions, we recommend consulting with local experts.



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Comprehensive contract services

Our commercial contract solicitors expertly draft and review business contracts, tailoring clear, enforceable terms to protect your interests and foster strong business relationships. We draft:

- ✓ **Sales contracts**
- ✓ **Service agreements**
- ✓ **Employment contracts**
- ✓ **Non-disclosure agreements**
- ✓ **Lease agreements**
- ✓ **Supplier and vendor agreements**
- ✓ **Personalised terms and conditions**
- ✓ **Data privacy and protection contracts**
- ✓ **Franchise agreements**

Please take note of the services that we do not offer:

- ✗ **Tax structuring and financial auditing of contracts:** Because we are not financial advisors, we don't provide advice on tax structuring, tax clauses, financial audits, or verifying financial standing. For these matters, we recommend consulting a qualified tax or financial professional.
- ✗ **Contracts between third parties:** We do not draft or provide advice on contracts where the client (the Business Entity using this service) is not a party. However, we can offer advice on contracts where the Business Entity has a material interest or stands to be significantly affected.

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Intellectual property & trade mark protection

Our intellectual property solicitors help safeguard what makes your business unique – whether it's your brand, creations, or innovations. We're here to ensure that your intellectual assets remain exclusively yours. These services include:

✔ Trade mark application and registration

Your subscription includes one trade mark application and registration in one class. If the application is opposed, we will attempt to resolve it with the opposing party. You may request unlimited additional applications. We will not charge you for our time, but you will be invoiced for the relevant UK government filing fees.

✔ Trade mark searches

We conduct trade mark searches through the UK Intellectual Property Office (IPO) and the World Intellectual Property Organisation (WIPO) databases to ensure your brand name or logo is available, reducing the risk of infringement and increasing the chances of successful registration.

✔ Copyright protection

We provide clear guidance to help protect your original works, including written content, designs, software, and other creative outputs. We advise on whether your work qualifies for copyright protection, best practices for proving ownership, and how to address unauthorised use. We can draft cease-and-desist letters, support settlement discussions, and provide strategies to reduce future risk.



Please take note of the services that we do not offer:

- ✘ **Full trade mark opposition proceedings:** We do not provide representation at hearings for trade mark opposition proceedings. However, we can guide you through the preparation process and connect you with trusted professionals to represent you during the hearing.
- ✘ **Patent applications:** We do not provide services related to patent drafting or applications. For patent needs, we recommend consulting a qualified patent attorney.
- ✘ **International IP protection:** Our services focus on intellectual property protection within the UK. For international IP protection, we recommend consulting with specialists in the relevant jurisdictions.

Business dispute resolution

Our commercial dispute solicitors help you resolve conflicts quickly and amicably through mediation and negotiation, preserving key relationships while avoiding costly legal action. These services include:

✓ Pre-action dispute resolution

We help businesses resolve disputes effectively, focusing on pre-action solutions to avoid lengthy and costly legal proceedings. Our services include drafting pre-action letters and negotiating with third parties to find fair resolutions. Whether dealing with debt disputes, supplier conflicts, employment grievances, contract issues, or intellectual property claims, we provide clear advice and aim to resolve matters efficiently while preserving business relationships.

✓ Settlement agreements

We assist in drafting and finalising settlement agreements that clearly outline the terms of the resolution, ensuring enforceability and mutual satisfaction.

✓ Litigation support services

If pre-action negotiations are unsuccessful, we advise on the merits of escalating the matter and guide you through the next steps. This includes strategic advice on formal legal action, such as the claims process, costs, timelines, and serving documents. We also assist with appointing external legal counsel.

Please take note of the services that we do not offer:

- ✗ **Routine or minor disputes:** Lawyerlink is not designed to handle routine or minor business conflicts that can typically be resolved without legal intervention. For example, this could include a customer requesting a refund for a small product defect, a supplier delivering an order late but resolving the issue with a discount or replacement, or a minor misunderstanding over a payment date that is settled through direct communication. Our focus is on disputes that involve legal complexities or require structured resolution strategies.
- ✗ **Partnership or shareholder disputes:** As we represent the business as a whole, we cannot take sides in conflicts between partners or shareholders. However, we can provide an impartial legal opinion to guide the resolution process and assist with drafting settlement agreements if required.
- ✗ **International dispute resolution:** Our services are limited to disputes within the UK. For international matters, we recommend consulting with specialists in cross-border dispute resolution.
- ✗ **Arbitration services:** Arbitration is a process where a neutral third party, known as the arbitrator, reviews the case and makes a legally binding decision. Under rules like the Arbitration Act 1996 in the UK, the arbitrator must remain completely impartial. At Lawyerlink, our role is to represent your interests and advocate on your behalf, which means we cannot act as neutral arbitrators. Instead, we focus on preparing you thoroughly for arbitration and connecting you with trusted, experienced arbitrators to handle the process.

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Debt recovery assistance

Our debt recovery solicitors provide dedicated legal support to help you collect unpaid debts. From early interventions to formal legal action, we provide timely resolutions that protect your business's cash flow and client relationships. These services includes:



✓ Debt recovery

We specialise in handling unpaid debts exceeding £1,000 that are supported by a signed legal agreement. Our services are designed for cases requiring legal intervention, including consumer, commercial, and asset-based finance debts, rather than acting as an in-house agency for managing small debts or arrears.

✓ Issuing formal payment requests

We prepare and issue professional letters before action, which clearly outline the payment owed and set a specific deadline (typically 7 days) to encourage resolution. These formal communications demonstrate your commitment to resolving the matter efficiently and professionally while providing a structured path forward.

✓ Negotiating debt resolutions

When disputes arise, we assist by acting as an intermediary to reach fair and amicable solutions. Our role includes reviewing the circumstances of the debt, advising on your legal position, and facilitating discussions to agree on payment terms or settlements. By addressing the matter through negotiation, we aim to save you time, reduce stress, and avoid costly legal action.

✓ Escalated support

If initial efforts are unsuccessful, we provide guidance on the next steps, including drafting final settlement proposals and preparing for potential legal escalation. For more complex cases, we assist in appointing trusted external legal counsel to ensure seamless representation.

Post-judgment assistance: Should legal action result in a judgment, we guide you through the enforcement process, advising on options such as engaging bailiffs, applying for charging orders, or other methods to secure recovery of the owed amounts.

Please take note of the services that we do not offer:

- ✗ **Debt restructuring and insolvency advice:** We do not offer debt restructuring services for businesses or individuals in financial distress, nor do we provide insolvency advice before initiating debt recovery efforts. As we are not financial advisors, we recommend consulting a licensed financial professional or insolvency practitioner for assistance with these matters.



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Commercial lease services

We help you understand the legal and financial risks in your business lease so you can make confident decisions. Our support is designed to protect your interests, ensure compliance, and reduce unexpected costs.

✓ **Short leases (up to three years):**

We can draft, negotiate, and advise on leases of three years or less, as long as they meet the statutory definition of a “short lease.”

✓ **Assignments, subletting, and lease variations**

We explain the implications of transferring, subletting, or varying a lease. We provide advice but do not draft or amend documents.

✓ **Break clauses, renewals, and exit strategies**

We guide you through your options so you understand your rights, avoid unnecessary costs, and prepare for a smooth exit.

Please take note of the services that we do not offer:

- ✗ **Longer leases (more than three years):** We do not draft, negotiate, or amend longer leases. We can only provide high-level guidance to help you understand key obligations and risks before instructing a regulated conveyancer or solicitor.
- ✗ **Reserved activities:** Drafting or preparing leases of more than three years, or registering leases at the Land Registry.
- ✗ **Full lease negotiations:** We don't run the whole negotiation process for you. Our role is limited to reviewing terms, highlighting risks, and giving recommendations for your own negotiations.
- ✗ **Lease management services:** We do not manage lease-related activities such as rent payments, ongoing landlord communications, or maintenance coordination. For these services, a property management company is recommended.



/10 Franchising support

Our solicitors advise on the legal aspects of creating, managing, and protecting a franchise system. We help you develop a compliant framework that safeguards your brand and supports consistent relationships across your network. These services include:

✓ Franchise agreements

We draft and review franchise agreements, IP licences, and renewal or transfer provisions tailored to your business model.

✓ Disclosure documentation

We prepare legal disclosure letters for prospective franchisees.

✓ System protection

We review franchise manuals for legal compliance (without drafting the operational content) and advise on territory frameworks, brand usage rules, and training obligations.

✓ Network management

We draft template documents for renewals, transfers, and exits, ensuring that your franchise system remains consistent and enforceable.

Please take note of the services that we do not offer:

- ✗ We do not write or design your operations manuals; our review is limited to legal compliance.
- ✗ We do not advise on competition or merger filings, investment structuring, or international franchise law. For these, we recommend consulting specialist advisers.



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