

UK Small Business Back-Office Kit (v1)

Ten editable templates for owners and managers of small UK businesses (salons, trades, nurseries, agencies, shops, cafés). Plain English, ready to adapt.

General guidance only, not legal, tax or HR advice. Check current rules on GOV.UK, HSE and ICO for your sector.

Contents: 1 Process (SOP) template, 2 Risk assessment (HSE 5 steps), 3 Equipment and maintenance log, 4 Complaints and corrective action log, 5 Staff training record, 6 New client onboarding checklist, 7 Quote and job tracker, 8 Invoice chasing scripts, 9 Weekly business dashboard, 10 Review request scripts.