

## Step by step

We want to work with you to get the best results for your business.  
With **GovGrant** every step will be easy and transparent.



### Get in touch

The first step is to find out a little bit about your business, to understand how we can help you. If we don't think we can help at all, then we'll let you know. We will be able to establish which government scheme will be the best place to start – R&D tax relief, capital allowance claim or the patent box scheme.



### Agreeing how we work together

We set out what we can do for you, when we will do it and what we will charge. Everything is transparent. We hope the only surprise will be how much you can successfully claim.



### Getting to know your business

You will be matched with an expert, who will understand your business and speak your language. They will spend some time on site with you to identify the areas where a claim can be made – we know where to look.



### Putting your best claim together

Taking the things that we've learnt about you, we will work with our tax experts to pull everything together. We know what HMRC are looking for and what makes a successful claim.



### Dealing with HMRC

We are authorised to submit a claim to HMRC on your behalf. If HMRC come back with further questions then we will of course deal with them for you.



### Receiving your benefit

Your award will come to you as a cheque or a tax allowance – usually within a month of submitting a claim. You only settle your invoice once you've received the grant or tax relief.

---

To find out what we can do for you, contact us:

01727 738600 | [enquiries@govgrant.co.uk](mailto:enquiries@govgrant.co.uk) | [govgrant.co.uk](http://govgrant.co.uk)