

## Step by step

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



### 1. 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.



### 2. 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.



### 3. Initial qualification

You will be matched with a Technical Specialist, who will best understand your business and speak your language. We need to review your financial information to assess if a claim will be worthwhile and to give you an estimated claim value.



### 4. Getting to know your business

We will introduce you to your technical team and arrange initial meetings. They will spend some time on site with you to identify the areas where a claim can be made – we know where to look.



### 5. 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. The first draft is reviewed twice internally before we send it for you.



### 6. Your report

We may need some follow up information to evidence the claim.

The report is sent to you for approval and this will give you the size of the claim. We are authorised to submit a claim to HMRC on your behalf.



### 7. Dealing with HMRC

If HMRC come back with further questions then we will of course deal with them for you. Your award will come to you as a cheque or a tax allowance – usually within a month of submitting a claim.



### 8. Receiving the benefit

We invoice once we've had confirmation of the claim paid.

You only settle your **GovGrant** 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)