

ASH ST.

LEGAL AUDIT
"BETTER SAFE"



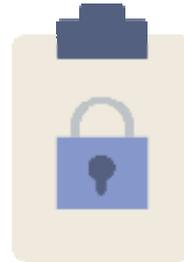


BUSINESS OWNERS ARE RIGHTLY FOCUSED ON GROWTH AND OPERATIONS. LEGAL ASPECTS OF THEIR BUSINESS MAY NOT BE A PRIORITY OR A STRENGTH. HOWEVER, COSTLY MISTAKES CAN BE MADE IF LEGAL MATTERS ARE NOT ADDRESSED OR DOCUMENTED CORRECTLY.

A solution is needed that allows gaps to be identified quickly when it comes to the legal 'health' of the business, including documents such as; terms of business, employment contracts, shareholder agreements, privacy policies, website terms and conditions, as well as any transaction documents when an investor is entering or exiting the business.

Ash St.'s Legal Audit solution was developed to exactly meet such a need.

LEGAL AUDIT



Our Legal Audit includes a legally qualified examination of your business's context and its need for appropriate legal documentation or advice. Our Legal Audit includes a report and recommendations that allow you to prioritise work to fill any legal gaps.

Key features include:

- Exploration
- Diagnostic
- Analysis
- Report
- Recommendations
- Implementation

The next two pages expand on these features in more detail.

EXPLORATION



We start by discussing your business and your objectives. Our diagnostic work will always consider your business's context, allowing us to focus our analysis on any unique aspects of your business or industry. Our recommendations have to be contextual if they are to be implemented successfully.

DIAGNOSTIC

We ask you to complete our Diagnostic questionnaire that we have developed over time. This fairly represents the full scope of a legal audit suited to most business types. If legally relevant, we may also investigate other unique aspects of your business.



ANALYSIS

We then analyse your questionnaire results against best practice collated from businesses like yours over the years. We may also conduct additional industry market research to ensure meaningful and pragmatic recommendations suitable to your business's context.



REPORT

We document our findings in a Summary Report aligned with our Diagnostic questionnaire, together with our consolidated comments, our recommendations and any supporting references or materials.



RECOMMENDATIONS

We deliver our Summary Report and meet to discuss our recommendations and to receive your input on implementation practicality, and the timing that might best suit your needs, if not immediate.

IMPLEMENTATION

We agree with you the work to be done, the items you'll undertake yourself and where you'll seek support from Ash St. to implement any legal recommendations. We'll then provide you with a Costs Agreement before proceeding any further.





DIAGNOSTIC

Our Diagnostic approach consists of a tried and tested questionnaire that is completed by the client and which covers sufficient aspects to ensure proper legal coverage appropriate to the business.

Question categories include, at least:

- Access to capital
- Previous business experience
- Product/Service offering
- Structure
- Intellectual Property
- Employment

	Yes	No	Other
Q1			
Q2			
Q3			
Q4			

IMPLEMENTATION



Day 1

- Undertake exploration meeting (in person, by phone or video)

Week 1

- Client completes Diagnostic questionnaire with support from an Ash St. lawyer, if needed
- Analysis of Diagnostic questionnaire and any additional market research

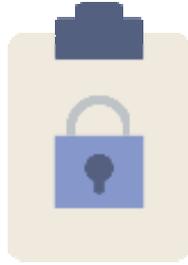
Week 2

- Ash St. prepares the Summary Report
- Arrange and meet to discuss our Summary Report and Recommendations
- Agree any Implementation actions
- Provide Costs Agreement where Ash St. can support implementation activities

Week 3+

- Our work depends on client requests, following our recommendations





“BETTER SAFE”

Ash St.’s Legal Audit is a market-leading solution enabling you to ensure the legal aspects of your business are addressed from the outset, to fill any gaps right now in respect of documentation and to identify other legal matters that may be unique to your business.

PRICE

Ash St. provides the Legal Audit solution for a fixed price fee of \$5,000 plus GST including our time and bespoke recommendations for your business. We recharge any out-of-pocket expenses at cost plus GST.



TERMS

We invoice our fixed fee and any out-of-pocket expenses plus GST on delivery of our first draft of the Report. Our invoice is payable within 14 days.

CLIENTS



ASH
ST.

THE NEW WAY
IN PROFESSIONAL SERVICES

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