



www.mypetgroomer.co.uk

My BIGA Business Helper

My business trading name	<i>eg. Bubbles Over Broadway</i>
My business registered name	<i>eg. My Pet Project Ltd.</i>
My business trading address	<i>Location of my shop/salon</i>
My business registered address (if different)	<i>ie. registered with Companies House</i>
My business Companies House Registration Number	
My business VAT registration number (if applicable)	
My business Companies House Confirmation Statement due date	<i>(used to be known as your Annual Return)</i>
My business Annual Accounts filing due date and period	<i>eg. due 31 July for period ending 31-Oct (ie for the 12-months from 1 Nov thru 31 Oct)</i>
My Companies House WebFiling Verification Code CONFIDENTIAL – KEEP THIS INFORMATION SEPARATE AND SECURE	CONFIDENTIAL – KEEP THIS INFORMATION SEPARATE AND SECURE
My Companies House email address and password Government Gateway plus PAYE details	CONFIDENTIAL – KEEP THIS INFORMATION SEPARATE AND SECURE

SIMPSONS
The UK's No1 Grooming Products Company



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My BIGA Business Helper – Contact Details

The Owner/Manager	Name Tel. Mob. Email.
The Owner/Manager	Name Tel. Mob. Email.
My business contact details	Business name: Address Telephone Mobile Email Website address
My business hours of operation	eg. Mon-Sat 9am-6pm



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My BIGA Business Helper – Emergency Contacts

IN AN EMERGENCY REQUIRING POLICE, FIRE OR AMBULANCE CALL 999

The Business Owner/Manager	Name Tel. Mob. Email.
My nearest vet	Name of Veterinarian business Name of the usual vet Tel. Mob. Email Website
Non-emergency contact details	POLICE FIRE HOSPITAL / WALK-IN CLINIC
BUSINESS INSURANCE	POLICY NUMBER TEL. / EMAIL RENEWAL
Neighbours who are willing to be contacted	<i>eg. residential or commercial neighbours willing to keep an eye out for your safety and welfare OR just general admin like signing for a delivery</i>

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My BIGA Business Helper – Essential Contacts

BUSINESS INSURANCE	Policy Number Tel. Email Renewal due
VEHICLE INSURANCE	Policy Number Vehicle Reg No. Email Renewal due
ELECTRICIAN AND/OR PAT TESTING (portable appliance testing)	Name Tel. Mob. Email
PLUMBER	Name Mob. Email
BUILDER / HANDYPERSON	Name Mob. Email

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My BIGA Business Helper – Essential Contacts

<p>BIGA: The British Isles Grooming Association</p>	<p>Member website: www.mybiga.org Membership Number: _____ Pet Owner website: www.mypetgroomer.co.uk</p> <p>General hello@mybiga.org Support admin@mybiga.org</p>
<p>Local Council (Environment)</p>	<p>Name</p> <p>Tel.</p> <p>Mob.</p> <p>Email.</p>
<p>Waste Transfer Provider</p>	<p>Name</p> <p>Tel.</p> <p>Mob.</p> <p>Email.</p>
<p>Provider (eg. cleaner / laundry / window washing etc)</p>	<p>Name</p> <p>Tel.</p> <p>Mob.</p> <p>Email.</p>
	<p>Name</p> <p>Tel.</p> <p>Mob.</p> <p>Email.</p>



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My BIGA Business Helper – Essential Contacts

Telephone Systems Provider (eg. BT / XLN etc)	Account Number Tel. Email.
Internet Systems Provider (eg. BT / XLN etc)	Account Number Tel. Email.
Debit/Credit Card Terminal Provider / Support	Merchant ID number and/or account number Tel. Email.
EPOS Provider (electronic point of sale)	Account number Tel. Email.
	Name Tel. Mob. Email.



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My BIGA Business Helper – SUPPLIERS

	<p>Name Simpsons of Langley Ltd 4 Lakeside Business Units Block Fen Mepal Cambridgeshire, CB6 2AY</p> <p>Tel. 01354 691 830</p> <p>Website www.simpsons-online.co.uk</p>
SHAMPOO	<p>Name</p> <p>Tel.</p> <p>Website</p> <p>Email</p>
SCISSOR SHARPENING	<p>Name</p> <p>Tel.</p> <p>Website</p> <p>Email</p>
SCISSORS	<p>Name</p> <p>Tel.</p> <p>Website</p> <p>Email</p>
CLIPPERS	<p>Name</p> <p>Tel.</p> <p>Website</p> <p>Email</p>

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My BIGA Business Helper – SUPPLIERS

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