

EST. 1956



*Ernest Wilson*

THE PREMIER BUSINESS AGENT

T: 0113 238 2900

E: [info@ernest-wilson.co.uk](mailto:info@ernest-wilson.co.uk)

The Business Centre, Deanhurst Park, Gelderd Road,  
Gildersome, Leeds, West Yorkshire, LS27 7LG

# Buying a Sub Post Office Support Service

## A Helpful Guide for You

### Do you need help with the Post Office Application process?

If so, you need worry no further; here at Ernest Wilsons we specialise in the sale of Sub Post Offices and in helping people get appointed to run them.

Our Martin Humberstone has extensive experience in completing the Post Office's online Post Office Financial Assessment application and Business Plan that is required as part of the appointment process.

Like most things that you do day in and day out, they become familiar and straightforward and the Subpostmasters online Post Office Financial Assessment application and Business Plan process is just like that for Martin. He appreciates though that this is not the case for the majority of buyers of Sub Post Offices who face the application, business plan and presentational interview for the first time. Martin in his personable and knowledgeable way is more than happy to guide you through the whole process should you wish to use our "Buying a Sub Post Office Support Service".



Martin Humberstone

ACIB, BSc (Hons)

### Buying a Sub Post Office Support Service - what it includes

- o It includes preparing your online Post Office Financial Assessment application and Business Plan within the timescales required. This may involve talking to the outgoing Postmaster to obtain key information to input into the plan, liaising with your Accountant, Credit Broker/Banker (if finance is being raised) and any other stakeholders etc, where necessary, and if you wish us to.
- o Going through this with you "face to face\*" or over the telephone or videoconferencing, ensuring you fully understand and endorse it and it becomes / is "your application and plan", whereupon you submit the same to the Post Office with our assistance.
- o Liaising with the Post Office's onboarding team as required

### **-Including assistance in preparing for the Post Office assessment interview:**

- o This includes preparing in "draft" your Post Office PowerPoint presentation for the interview.
  - o Going through this with you "face to face\*" in our offices or over video conference (should you be some distance away\*). You would have full editorial control – whilst the presentation is prepared in advance for you, it is only "draft" as it is important that the presentation represents you and your business as you would wish it to. Thus we shall amend it accordingly – it is a bespoke presentation for you.
  - o Providing you guidance as to the format of the interview and the preparation you need undertake.
- (\* Even if you are some distance away Martin may, if you prefer, travel to you to run through with you the interview presentation face to face", with a pre-agreed payment.)

In essence we help and assist you with every aspect of the Subpostmaster application process. You are not involved in any workshops with other people or sent workbooks, this is a personal service, with direct access to Martin Humberstone throughout the process who will do the heavy lifting for you.

### **What will it cost me?**

The charge for this service is **£1,195 plus VAT**, if you are buying a Sub Post Office through the Ernest Wilson Business Transfer Agency.

If you are buying a Sub Post Office through another Business Transfer Agency, or privately, then we will still be glad to help but the charge is not discounted and thus would be **£1,395 plus VAT**. Payment is via debit card or Bank Transfer.

You may well find in your case that this cost is a pre-start up tax deductible expense and the VAT is reclaimable in due course, assuming you need to register for VAT which will depend on the Sub Post Office you are buying. Your accountant can advise you on this aspect.

The charges above reflect the considerable hours absorbed and spent on each case and the quality of service provided in meeting the Post Office's application requirements. This fee is often only a very small percentage of the overall purchase cost of the property and business. After all without the Post Office appointing the proposed buyer as the Post Office subpostmaster the purchase cannot proceed – so this application process is a very important part of a Sub Post Office purchase.

You may just require assistance on part of the process, if so please do not hesitate to telephone to discuss your requirements.

### **Will using this service guarantee my appointment a Subpostmaster?**

The short answer is "No" and you should immediately walk away and keep your money if anyone does say they can guarantee that! Ultimately you will attend the Post Office interview not Martin and only the Post Office make the decision as to who they will invite for an interview and who they will appoint as subpostmaster. What we can say is that you will be very well prepared, including delivering a fit for purpose, impactful and professional business plan and presentation, and we shall do everything in our power to put you in the best possible position to be appointed. Our 95% success rate should give you comfort.

If you have any questions about this highly successful service just give Martin or any of the Ernest Wilsons' Sales Negotiators a call on 0113 238 2900.

# Find Us

**OPEN FOR BUSINESS:**  
MON-FRI: 9AM-6PM SAT: 9.30AM- 12.30PM

**LEEDS**

**M62 From Brighouse West**

**M62 From Castleford East**

**Ernest Wilson**  
EST. 1956  
THE PREMIER BUSINESS AGENT

**Ernest Wilson**  
The Business Centre  
Deanhurst Park  
Gelderd Road  
Leeds LS27 7LG

**T: 0113 238 2900**  
**F: 0113 238 2901**  
**E: post@ernest-wilson.co.uk**  
**www.ernest-wilson.co.uk**

**TRIED AND TRUSTED SINCE 1956**

## Why Choose Ernest Wilson's?

- ✓ No money up front
- ✓ Free valuations out of office hours if required
- ✓ Very discreet
- ✓ Local and National advertising
- ✓ Regular contact and updates
- ✓ In house dedicated buyers finance team
- ✓ Competitive fees
- ✓ Experienced valuers
- ✓ A huge database of purchasers
- ✓ Recommended by Solicitors and Accountants
- ✓ EPC assessors



**T: 0113 238 2900 E: info@ernest-wilson.co.uk W: ernest-wilson.co.uk**  
The Business Centre, Deanhurst Park, Gelderd Road,  
Gildersome, Leeds, West Yorkshire, LS27 7LG

**TRIED AND TRUSTED SINCE 1956**