



## Quality Policy

Through the Quality Commitment made to our clients before and during engagements, we work to continually improve the quality, skill and competency of the services provided. We do this in accordance with our code of ethics, the statutory and regulatory requirements applying to our trade, and the specified requirements of our clients and agents.

We aim to:

- Follow and apply our code of ethics in all business circumstances
- Work to the contractual requirements agreed with our direct and end clients
- Identify and adhere to all relevant statutory and regulatory requirements
- Continually improve our skills and competencies in order to enhance our value to our clients
- Be receptive to client needs and respond to client feedback

REF: SOS QS 000	Date of Release: 13/10/2008	
Document Owner: SOS Quality Controller	Revision: 2	
Print date: 13/10/2008 17:59:00	Page 1 of 1	<a href="http://www.smallofficesolutions.co.uk">www.smallofficesolutions.co.uk</a>
<b>THIS IS A CONTROLLED DOCUMENT. PRIOR TO THE USE OF ANY PRINTOUT OR PHOTOCOPY OF THIS DOCUMENT, IT <u>MUST</u> BE CHECKED AGAINST THE QUALITY SYSTEM FOR CURRENCY.</b>		