



Domiciliary Care Agency Setup Package

- ✓ Start Your Home Care Agency with Our Comprehensive Setup Package
- ✓ Turn Your Dream of a Successful Home Care Business into Reality



PRICE RANGE FORM

£500.00

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£6,000.00

(Excluding VAT)

At Care Sync Experts, we offer support to establish and expand your home care agency successfully. Our comprehensive startup package is crafted to ensure the success of your business from the start.

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About Us

Care Sync Experts is a leading consultancy dedicated to supporting and guiding entrepreneurs and businesses in the home care industry. Our mission is to empower you with the tools, knowledge, and resources needed to create a thriving home care business that delivers high-quality services to those in need. With years of experience and a deep understanding of the healthcare sector, we are committed to helping you navigate the complexities of establishing and running a successful home care agency.

Our Vision

To be the premier consultancy service for home care agency startups, known for our comprehensive support, expert guidance, and commitment to excellence



Our Mission

To empower entrepreneurs and businesses to establish and grow successful home care agencies that provide exceptional care and support to individuals in their own homes



Our Core Values



INTEGRITY

We believe in conducting our business with the highest standards of honesty and ethics. Our transparent and trustworthy approach ensures that you can rely on us for accurate and reliable guidance.



EXCELLENCE

Our commitment to excellence drives us to continuously improve and provide the best possible services to our clients. We strive to exceed your expectations in every aspect of our consultancy.



INNOVATION

We embrace innovation and leverage the latest technologies and best practices to help you stay ahead in the competitive home care industry. Our solutions are tailored to meet your unique needs and challenges.



COLABORATION

We work closely with you, understanding your vision and goals, to provide personalised support and guidance. Our collaborative approach ensures that we are with you every step of the way.

Our Expertise

With a team of seasoned consultants and industry experts, Care Sync Experts offers unparalleled expertise in the home care sector. Our comprehensive services are designed to support you through every stage of your business journey, from initial planning to full-scale operations. Our areas of expertise include;



— Business Planning

Crafting detailed and strategic business plans that set the foundation for your agency's success.

— Regulatory Compliance

Ensuring your agency meets all regulatory requirements and standards, including CQC and Ofsted regulations

— Brand Development

Building a strong and recognisable brand that resonates with your target audience

— Marketing and Promotion

Implementing effective marketing strategies to attract clients and build your agency's reputation

— Operational Efficiency

Streamlining your operations to enhance efficiency, productivity, and service quality

— Technology Integration

Leveraging the latest technology to optimise your business processes and improve client care



Why Choose Care Sync Experts?

When it comes to establishing and growing your home care agency, choosing the right consultancy partner is crucial. Here's why Care Sync Experts stands out

1. Tailored Solutions

We understand that every business is unique. Our services are customised to meet your specific needs and objectives, ensuring the best possible outcomes for your agency. Whether you're just starting out or looking to expand, we provide solutions that are designed to fit your particular situation.

2. Comprehensive Support

From the initial setup to ongoing operations, we offer end-to-end assistance. Our support doesn't stop once your agency is up and running; we continue to provide guidance and resources to help you navigate any challenges and seize new opportunities.

3. Proven Track Record

Our successful track record speaks for itself. We have helped numerous clients establish and grow their home care agencies, and we are proud of the positive outcomes we've achieved together. Our clients' success stories are a testament to our dedication and expertise.

4. Experienced Team

Our team comprises seasoned consultants,

regulatory experts, marketing professionals, and IT specialists, all dedicated to your success. We bring a wealth of experience and industry knowledge to every project, ensuring you receive the highest quality of service.

5. Attention to Detail

We pay meticulous attention to every detail, from timeline scheduling to project management. We keep a close eye on both your budget and calendar, ensuring that everything runs smoothly and efficiently without any surprises.

6. Competitive Pricing

We offer competitive and fair prices with no hidden costs. We communicate any additional or unexpected expenses in good time, ensuring you are always in control of your budget.

7. Innovative Approach

We adopt a progressive approach to technology, providing an innovative environment that enhances your agency's operations and customer satisfaction. From IT setup to marketing strategies, we leverage

the latest tools and techniques to keep you ahead of the curve.

8. Creativity and Branding

We excel in building strong, recognizable brands that stand out in the market. Our creative team works with you to develop a brand identity that resonates with your target audience and reinforces your agency's mission and values.

9. Commitment to Excellence

Our commitment to excellence drives us to continuously improve and provide the best

possible services to our clients. We strive to exceed your expectations in every aspect of our consultancy.

10. Client-Centric Approach

We put our clients at the heart of everything we do. By understanding your vision and goals, we tailor our services to help you achieve them. Our collaborative approach ensures that we are with you every step of the way, offering personalised support and guidance.

What is a Domiciliary Care Agency?



A Domiciliary Care Agency offers a comprehensive range of services designed to support individuals in their own homes. These services aim to maintain the client's health, hygiene, dignity, and safety, enabling them to live independently and comfortably. Some key services include

Personal Care

Assistance with daily activities such as bathing, dressing, and grooming

Household Tasks

Help with routine tasks like cleaning, cooking, and laundry

Companionship

Providing social interaction and emotional support

Medical Support

Administering medications, monitoring health conditions, and coordinating with healthcare providers



Growing Demand and Demographic Trends

The demand for domiciliary care services is on the rise, driven by significant demographic shifts

Ageing Population

According to the Office for National Statistics (2016), the population of individuals aged 65 and above in the UK is expected to increase by more than 20% by 2024. This demographic is growing five times faster than the working-age population.

Increased Life Expectancy

Life expectancy is projected to rise to approximately 85 years by 2026, resulting in a higher prevalence of age-related health conditions.

Higher Proportion of Older Adults

By 2024, the population of those aged 65 years and above will surpass that of those under 15 years, highlighting the growing need for elder care services.



Promotion of Independent Living

The UK government actively promotes independent living through various initiatives, providing a substantial opportunity for domiciliary care agencies

Government Initiatives

Support from local authorities, the National Health Service (NHS), Clinical Commissioning Groups (CCGs), and Health and Social Care Trusts (HSCTs) encourages the development of home care services

Insufficient State-Funded Services

With state-funded home care services unable to meet the growing demand, there is a significant opportunity for private care providers to fill this gap

Preference for Home Care

Many individuals prefer receiving care in the comfort of their own homes, leading to increased demand for trusted and reliable home care services



Demand for Home Care Services

The UK's home care market is thriving, offering lucrative opportunities for new and expanding businesses

Market Value

The market value for home care services in the UK is approximately £9.5 billion, reflecting a 4% increase since 2016-17

Community Impact

Home care services play a crucial role in enabling people to remain in their communities, enhancing their quality of life and well-being.

Growth Potential

With the private sector expected to see unprecedented growth, the home care market is an attractive and worthy investment for organisations looking to establish or expand their operations.

What's Included in Our Comprehensive Package

- ▶ Business Planning and Establishment
- ▶ Assistance with CQC Registration, Interview, and Preparation
- ▶ Brand Development and Marketing Materials
- ▶ Website Development
- ▶ Setting Up Email Accounts and Signatures
- ▶ Comprehensive and Polished Documentation for Your Home Care Business
- ▶ Effective Strategies and Personalised Marketing Materials to Boost Your Home Care Agency



01

Business Planning and Establishment

Registration Process & Essential Information

Comprehensive Business Strategy

We work with you to create a business strategy encompassing forecasts, cash flow projections, and profit and loss statements. This tailored plan suits your aspirations and market circumstances, laying a solid foundation for your home care agency.

Crafting a Name

We help you brainstorm and choose a fitting, easy-to-recall name for your business that embodies the values and mission of your agency, aiding in establishing a strong brand identity.

Business Registration

We manage the registration process with Companies House, providing you with a digital certificate of incorporation. This ensures that your business is legally acknowledged and ready to commence operations.

Employer Registration

Your company will be officially registered as an employer with all authorities, including for Pay As You Earn (PAYE). This step guarantees adherence to employment regulations and streamlines the hiring procedures.

IT Setup Assistance

We offer expert advice on the equipment, tools, and resources needed to thrive. From computers to software, we ensure that your business is equipped with cutting-edge technology.

Corporate Tax Registration

During the company registration process, your business will be automatically enrolled for corporation tax with HMRC, ensuring that your tax responsibilities are addressed from the beginning.

Office Space Guidance

We provide recommendations on office space providers and assist in finding an office in your preferred location, helping you establish a professional setting for your business operations.

VAT Registration

If needed, we'll handle the VAT registration for your company, ensuring you're following tax rules and can manage VAT matters efficiently.

Setting Up a Virtual Telephone

We help you set up a phone number to manage calls effectively and maintain a reliable line of communication with clients and partners.

Registration for Data Protection

To meet data protection requirements, we register your organisation with the Information Commissioner's Office (ICO), covering the fee to ensure compliance with data protection regulations.

02

Assistance with CQC Registration, Interview, and Preparation

Thorough Support for CQC Registration



Navigating the Care Quality Commission (CQC) registration process can be challenging and time-consuming. At Care Sync Experts, we offer clear guidance to help make the registration process seamless.

Application Form Assistance

Our team supports you in completing the application forms for both the provider and the registered manager, ensuring all details are accurately filled and well-prepared for submission.

Statement of Purpose Preparation

We help create a statement of purpose that outlines your service goals, objectives, and the range of services you plan to offer, demonstrating your agency's dedication to delivering top-notch care.

Reviewing CVs for Compliance

We assess the CVs of your Registered Manager and Nominated Individual to ensure they align with CQC standards, verifying their credentials and suitability for their roles.

Liaison with CQC

Our team engages directly with the CQC on your behalf, handling any requirements and providing supporting documents to ensure a smooth registration process.

Post-Interview Support

Following your CQC interview, we assist in addressing any interview requests or needs from the CQC, including submitting documentation and clarifications to finalise your registration status.



Preparation for CQC Interview

We provide in-depth training to prepare you for the CQC interview, including

Understanding Key Lines of Inquiry (KLOE)

We review the principles and expectations set by the CQC.

Practice Interviews

Engaging in practice interviews to boost your confidence and enhance your responses.

Team and Manager Assessments

Evaluating the preparedness of your team and registered manager for the inspection.

Defining Roles

Clearly outlining the responsibilities of the provider and designated individual.

Office Assessment

Checking if your office setup meets health and safety standards.

Risk Evaluation

Conducting risk assessments to identify and address potential issues.

Document Review

Ensuring all required documents are prepared and easily accessible.

Question & Answer Sessions

Addressing any queries or concerns you might have about the CQC process.



03

Brand Development and Marketing Materials

Establishing a Strong Brand Identity for Your Home Care Agency

Creating a memorable brand is essential for attracting clients and establishing a presence in the healthcare industry. At Care Sync Experts, we specialise in crafting branding and marketing materials that not only capture attention but also foster credibility and trust.

Logo Design

Our skilled designers craft a unique and polished logo that suits your business perfectly. Through in-depth research, we develop a concept that mirrors the values and mission of your agency, presenting you with designs and seeking your input to refine them until they meet your satisfaction.

Business Cards

Tailored specifically for your team, our custom business cards embody the essence of your brand, leaving a lasting impact and offering designs for up to five team members.

Brochures and Leaflets

Our team of marketing experts develops engaging brochures and leaflets that showcase your services effectively, clearly conveying your offerings and captivating clients.

Roll-up & Door Signs

For events or on-site branding needs, we supply designed roll-up banners and door signs that boost visibility and reinforce your brand presence at conferences, exhibitions, or within your workspace.

ID Badges

We design ID badges incorporating your logo and brand colours, contributing to a secure environment for your agency.

Email Signatures

Crafted for all your email accounts, our professional email signatures ensure uniform and refined communication, personalised for every team member.

Addressing any queries or concerns you might have about the CQC process.



04

Website Development

Enhancing Your Home Care Agency's Online Presence



Having an online presence is crucial for attracting clients and establishing trust in the healthcare industry. At Care Sync Experts, we don't just create websites we develop platforms that represent your business and boost your visibility.

Registering Domain Names

We handle the registration of your business domain (e.g., www.yourcompanyname.co.uk) for a year, giving you control over managing your domain through your control panel.

Professional Website Design

Our team designs user-friendly websites that reflect your brand's essence, providing visitors with a seamless browsing experience.

Quality Content Creation

We craft high-quality, SEO-optimised content tailored to the home care sector, attracting visitors to your website and boosting its search engine ranking.

Premium Licensed Images

Using licensed images enhances the visual appeal of your website, adding credibility and engagement for visitors.

Responsive Web Design

Our websites are designed to adapt to various devices, ensuring a smooth user experience for all visitors

Social Media Integration

We connect your social media profiles to your website, fostering a sense of community around your brand.



Key Features:

▶ Application Form Downloads

Visitors can conveniently download application forms directly from your site

▶ Admin Panel

An intuitive admin panel allows you to update and manage website content effortlessly

▶ Online Application Forms

Enable clients and employees to apply directly through your website

▶ Conversion-Oriented Design

Our design strategy focuses on converting visitors into customers, incorporating calls to action and user navigation elements

▶ Email Management Portal

Streamline email communications through an integrated portal, facilitating the submission of signed documents and CVs online

▶ Time Sheet Download

Make timesheets accessible for both your staff and clients through links

▶ Client Testimonials

Showcasing testimonials from clients helps establish trust and credibility

▶ Document Library

Provide resources for download, offering valuable materials to your audience

▶ Job Postings

Advertise job openings efficiently to attract applicants



05

Setting Up Email Accounts and Signatures

Creating a Professional Email System for Smooth Communication

Professional email correspondence is vital for the success of your home care agency. At Care Sync Experts, we ensure a customised email setup that caters to your business requirements, improving communication both internally and externally.

Comprehensive Email Configuration

We establish email accounts for your team, offering up to 10 email addresses. Each account is set up to facilitate communication tailored to the needs of a home care agency.

Personalised Email Signatures

We craft individualised email signatures for all your accounts that reflect your brand identity, ensuring uniformity and professionalism across all communications.

Email Forwarding and Automated Responses

Our setup includes options for up to 10 email forwarding addresses and automated responses. This feature enables efficient management of emails, ensuring no important messages go unnoticed and providing immediate replies to inquiries during unavailability.

Optimised Storage Capacity

Each email account boasts a mailbox size of around 5GB, allowing ample space to store essential emails and attachments without the hassle of frequent cleanups.

Enhanced Security Measures

Ensuring the security of your email accounts is our top priority. We implement measures against spam, phishing, and other online threats, guaranteeing the confidentiality and safety of your communications.

Convenient Access and Management

Our email platform is user-friendly, making it effortless to access and manage your emails across all devices. This convenience allows you to stay in touch with your team and clients wherever you are.

Seamless Integration with Tools

We seamlessly connect your email accounts with tools like CRM and invoicing systems to streamline your operations and enhance efficiency.

Continuous Support and Maintenance

At Care Sync Experts, we offer ongoing support and maintenance services for your email accounts. Our team ensures that your system remains updated at all times while addressing any issues promptly.



06

Comprehensive and Polished Documentation for Your Home Care Business

It's crucial for the management and regulatory compliance of your home care business to have well-crafted, compliant, and professional documentation in place. At Care Sync Experts, we offer a range of custom-made forms, documents, and policies to support your operations and uphold standards of care.

Professional PDF Forms

We specialise in creating custom-designed PDF forms tailored to meet the needs of your business. These forms cover

Client Evaluations

Detailed assessment forms to thoroughly understand client needs and preferences.

Care Plans

Elaborate plans outlining the services and assistance offered to each client.

Risk Assessments

In-depth risk assessment documents aimed at recognizing and addressing potential hazards effectively

Care Oversight

Forms designed for monitoring and overseeing care services.

Medication Management

Documents for the administration and accurate tracking of medications.

Our forms are equipped with editable features in PDF format for ease of use, updates, and maintenance. Each form is personalised with your business logo and colours to maintain a professional image.

Guidelines and Protocols

We craft high-quality policy documents that are well-structured and up-to-date for regulatory conformity and industry best practices. Our policies encompass various aspects of your business such as



Operational Policies

Guidelines for the day-to-day functions of your agency.



Care Delivery Policies

Standards and protocols for providing top-notch care to clients.



Health and Safety Policies

Procedures to maintain a safe working environment for both staff and clients.



Data Protection Policies

Adherence to data protection laws to safeguard information about clients and staff.



Employee Policies

Human Resources guidelines regarding recruitment, training, performance evaluation, and more.

Each policy document is meticulously prepared to align with regulatory standards and industry norms. We ensure that your policies not only meet compliance requirements but are also practical and simple to implement.

uniformity reinforces your brand identity and presents a professional image to clients, employees, and regulatory bodies.

Detailed Document Index

We provide an index of all the forms and policy documents included in your package. This index offers an overview of the resources, making it easy for you to access the necessary documentation.

Ongoing Updates and Assistance

Our dedication to quality goes beyond the initial setup. We regularly update your forms and policies to keep them in line with the latest regulations. Our support team is always available to assist with any queries or changes you require.

Customised Documents

All forms and policy documents are professionally designed with your agency's logo, colours, and branding elements. This



07

Effective Strategies and Personalised Marketing Materials to Boost Your Home Care Agency

Drawing in clients and hiring qualified staff are essential for the success and expansion of your home care agency. At Care Sync Experts, we offer marketing solutions and tailored materials to help you effectively connect with and engage your target audience.



Marketing Approaches

Comprehensive Strategies

We craft and execute marketing approaches aimed at attracting both clients and staff. Our method involves a blend of digital marketing techniques to maximise your outreach and impact. These strategies are based on thorough market research, catering to the specific needs of the home care sector.

SEO and Social Media Campaigns

Strengthen your online presence through targeted SEO strategies and social media campaigns. We optimise your website for better search engine rankings, ensuring potential clients can easily discover your services. Additionally, we manage social media campaigns that captivate and educate your audience, driving traffic to your website and boosting brand recognition.

Tailored Marketing Resources

We design a range of marketing materials personalised to reflect your brand identity while effectively conveying your services.



Recruitment Flyers

Attract healthcare professionals with visually appealing recruitment flyers that highlight the advantages of working with your agency and outline job opportunities.

Promotional Pamphlets

Share information about your services with client leaflets that effectively reach potential clients. These materials outline the care options you provide and showcase the quality and reliability of your agency.

Corporate Catalogues

Offer a comprehensive look at your agency through a professionally crafted company brochure. This publication highlights your mission, values, range of services, and client feedback, helping to establish trust and credibility.

Tri-fold Flyers

Compact and informative, our tri-fold flyers are perfect for distributing at community events or through mail campaigns. They succinctly summarise your services and

provide contact details.

Branded Folders

Present your documents using customised company folders for client meetings, presentations, or distributing marketing materials.

Personalised Introduction Letters

Create a strong first impression with tailored client introduction letters that introduce your agency's services while extending a warm welcome to new clients.

Portable Banner Displays

Boost visibility at events or in office spaces with attention-grabbing roll-up banners designed to highlight information about your agency.

Customised Door Signs/ Advertisements

Elevate your presence by incorporating door signs and adverts. These signs make it easy for clients and staff to find your office and maintain a professional image.

Comprehensive Printing Services for Your Home Care Agency

At Care Sync Experts, we understand the importance of having high-quality printed materials for your business operations and marketing efforts. Our comprehensive printing services are designed to provide you with all the necessary materials to present a professional image to your clients and partners.

Included Printed Materials

200
Business Cards

5
Posters (A3)

50
Tri-fold Brochures

100
Compliment Slips

100
Brochures

100
Client Leaflets

100
Staffing Leaflets

These printed materials are fully complimentary as part of our setup package, ensuring that you have everything you need to promote your business effectively and operate smoothly.

Efficient Operations and Skilled Administrative Assistance for Your Home Care Agency

Smooth operations and effective administrative procedures are crucial for the success of a home care agency. At Care Sync Experts, we offer guidance and assistance to ensure your business functions seamlessly while meeting all industry standards.

Operational Resources and Technology

We support the implementation of top-notch software solutions tailored to your agency’s requirements, including



Billing

User-friendly invoicing software to streamline billing processes and ensure timely payments.

Client Relationship Management (CRM)

Advanced CRM software for organising client data, tracking interactions, and improving service delivery.



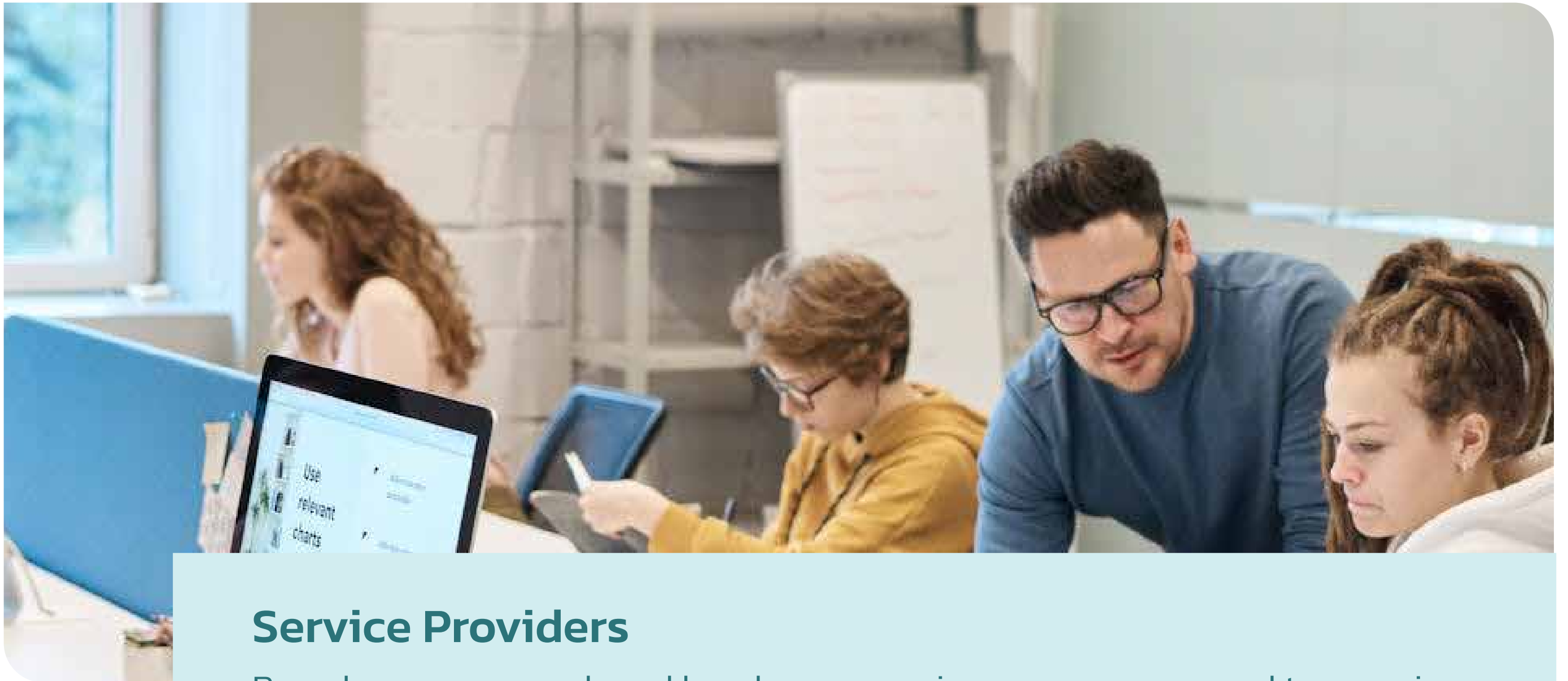
Payroll

Efficient payroll systems for managing staff salaries, taxes, and compliance with labour laws.

Shift Planning

Tools for scheduling shifts, managing staff availability, and maintaining adequate staffing levels.





Service Providers

Based on our research and hands-on experience, we recommend top service providers for your operational needs

Uniform Suppliers

Trustworthy suppliers offering uniforms that enhance your agency's professional appearance.

Commercial Coverage

Insurers providing policies tailored to the home care industry.

Employee Education

Accredited training partners to ensure your team meets the highest care standards and regulatory requirements.

Legal Counsel

Experts specialising in healthcare laws offering advice and services.

Invoice Financing

Solutions to manage your agency's cash flow effectively.

Memberships

Partnerships with compliance bodies to keep your agency updated on regulations and best practices

Vendor Partnerships

Reliable vendors for outsourcing specific services or tasks.

Financial Advisors

Accounting services covering bookkeeping, tax filings, and financial strategies.

Diverse Provider Options

While we suggest these providers based on our expertise, you are free to choose any provider that aligns best with your agency's requirements. Our aim is to offer you choices that enhance your operations and ensure compliance.

How Does Care Sync Experts Work?

Our comprehensive approach ensures that no detail is overlooked and that your home care agency is set up for success. Here's how our process works



Project Timeline: 2 Months

Initial Consultation

We start with an initial consultation to understand your vision, goals, and specific needs for your home care agency. This helps us tailor our services to your unique requirements.

Name Brainstorming

Our team assists you in brainstorming and selecting a memorable and fitting name for your agency that reflects its mission and values.

Company Registration

We handle the entire registration process with Companies House and other necessary regulatory bodies, ensuring your business is legally established.

Office Space and Equipment

We provide guidance on finding and setting up your office space, including sourcing the

necessary equipment and technology for efficient operations effectively.

Website Design and Development

Our IT specialists design and develop a professional, user-friendly website that represents your brand and services effectively.

Logo and Branding Materials

We develop your company's logo and colour schemes, ensuring a cohesive and professional brand identity.

Contact Details Setup

We set up your business phone lines and email addresses to ensure effective communication with clients and partners.

Marketing Materials Acquisition and Plan Development

We create a comprehensive marketing plan

and design all necessary marketing materials, such as brochures, flyers, and business cards.

Company Branding Materials

Our team designs and develops all branding materials, including letterheads, ID badges, and compliment slips.

Financial Setup

We assist in setting up your company’s financial details, including banking, corporate tax registration, and financial planning.

Training and Preparation

We provide thorough training sessions to ensure you and your team are well-prepared for day-to-day operations and compliance with industry standards.

Policies and Procedures

Our experts help you develop and implement essential policies and procedures, ensuring your agency meets all regulatory requirements.

Deliverables

Initial Deposit	A deposit is processed before the project commences.
First Instalment (1st Month)	The first instalment is processed one month after the project starts. By this stage, you will have received printed marketing materials and a confirmed company logo. Your business website will also be completed and agreed upon.
Second Instalment (2nd Month)	The second instalment is taken at the end of the second month. At this stage, all materials and company information will have been provided. You will also participate in a training session, which acts as a handover where the project concludes.

Note

All time frames are subject to the response times of clients when asked for information by their project lead. Delays in responses may delay project continuity.

Cost of Package	
Package Cost	£6,000.00
VAT	£1,200.00
Total	£7,200.00

Payment Plan	
Deposit (signing of contract)	£3,100.00
1st Instalment (1st month)	£2,400.00
2nd Instalment (2nd month)	£1,700.00



FAQs

For Domiciliary Care Agency
Setup Package



1. What is a Domiciliary Care Agency?

A domiciliary care agency provides in-home care services to individuals who need assistance with daily activities such as personal care, household tasks, and medical support. These services enable clients to maintain their independence and live comfortably in their own homes.

2. How does Care Sync Experts assist with the business setup?

Care Sync Experts offers comprehensive support for setting up your domiciliary care agency, including business planning, registration, compliance with regulatory requirements, branding, marketing, and operational guidance.

3. What is included in the business planning and establishment phase?

This phase includes creating a comprehensive business strategy with financial projections, cash flow forecasts, and profit and loss statements. We also assist with brainstorming and selecting a business name, registering your company, setting up IT systems, and guiding office space selection.

4. How does Care Sync Experts help with CQC registration?

We provide detailed guidance throughout the CQC registration process, including assistance with completing application forms, preparing a statement of purpose, reviewing CVs for compliance, and liaising with the CQC on your behalf.

5. What marketing and branding support do you offer?

We help establish a strong brand identity by designing logos, business cards, letterheads, brochures, leaflets, roll-up banners, and ID badges. Our team also creates email signatures and develops comprehensive marketing strategies tailored to your agency.

6. How do you enhance my agency's online presence?

We design and develop a professional, user-friendly website with SEO-optimised content, premium licensed images, and responsive design. We also integrate social media profiles and provide features such as application form downloads, client testimonials, and an admin panel.

7. What kind of email and communication setup is included?

Our package includes setting up email accounts with personalised email signatures, email forwarding, automated responses, and enhanced security measures. We ensure your communication systems are integrated with tools like CRM and invoicing systems.

8. What forms and policies are included in the documentation package?

We provide custom-designed PDF forms for client evaluations, care plans, risk assessments, care oversight, and medication management. Our policy documents cover operational guidelines, care delivery standards, health and safety procedures, data protection, and employee policies.

9. How do you assist with recruitment and client marketing?

We develop recruitment flyers, promotional pamphlets, corporate catalogues, tri-fold flyers, branded folders, personalised introduction letters, portable banner displays, and customised door signs/advertisements. We also create targeted SEO and social media campaigns.

10. What operational and management support do you offer?

We assist with implementing software solutions for billing, payroll, CRM, and shift planning. Our team helps establish administrative procedures, organise documents, and enhance communication channels. We also provide recommendations for uniform suppliers, commercial coverage, employee education, legal counsel, invoice financing, memberships, vendor partnerships, and financial advisors.

11. How long does the setup process take?

The setup process typically takes around two months. However, the timeline may vary based on the responsiveness of clients when providing information and the specific needs of your agency.

12. What is the cost of the Domiciliary Care Agency Setup Package?

The package cost ranges from £500 to £6,000.00 (excluding VAT). The total cost depends on the specific services and support required for your agency.

13. What is the payment plan for the package?

The payment plan includes an initial deposit upon signing the contract, followed by instalments over the first and second months of the project. The exact amounts and schedule will be detailed in your agreement with Care Sync Experts.

How can I get started with Care Sync Experts?

To get started, contact us via



hello@caresyncexperts.co.uk



0333 577 0877

We will schedule an initial consultation to discuss your vision, goals,
and specific needs for your domiciliary care agency.

