

Right Document Solutions Limited

Abbreviated accounts

For the year ended 30 June 2006

Grant Thornton 

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COMPANIES HOUSE

Company No. 2511140

Company information

Registered office

22 Melton Street
London
NW1 2BW

Directors

Paul Gillett
Nicholas Jones
Alpesh Unalkat

Secretary

Nicholas Jones

Bankers

NatWest Bank plc
3rd Floor
Citylink House
4 Addiscombe Road
Croydon
CR0 5TT

Solicitors

Cumberland Ellis
Atrium Court
15 Jockey's Fields
London
WC1R 4RQ

Auditor

Grant Thornton UK LLP
Chartered Accountants
Registered Auditors
Grant Thornton House
Melton Street
Euston Square
London
NW1 2EP

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Independent auditor's report to Right Document Solutions Limited under Section 247B of the Companies Act 1985

We have examined the abbreviated accounts which comprise the principal accounting policies, balance sheet and the related notes, together with the financial statements of Right Document Solutions Limited for the year ended 30 June 2006 prepared under Section 226 of the Companies Act 1985

This report is made solely to the company, in accordance with Section 247B of the Companies Act 1985. Our work has been undertaken so that we might state to the company those matters we are required to state to them in a special auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditor

The directors are responsible for preparing the abbreviated accounts in accordance with Section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with Sections 246(5) and (6) of the Act to the Registrar of Companies and whether the abbreviated accounts have been properly prepared in accordance with those provisions and to report our opinion to you.

Basis of opinion

We conducted our work in accordance with Bulletin 2006/3 "The special auditor's report on abbreviated accounts in the United Kingdom" issued by the Auditing Practices Board. In accordance with that Bulletin we have carried out the procedures we consider necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared.

Opinion

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with Sections 246(5) and (6) of the Companies Act 1985, and the abbreviated accounts have been properly prepared in accordance with those provisions.

Grant Thornton UK LLP

GRANT THORNTON UK LLP
REGISTERED AUDITORS
CHARTERED ACCOUNTANTS

London

Date

25/4/07

Principal accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005)

The principal accounting policies of the company have remained unchanged from the previous year except for the adoption of the Financial reporting Standard for Smaller Entities (effective January 2005) and are set out below

Changes in accounting policies

The adoption of the Financial Reporting Standard for Smaller Entities (effective January 2005) has resulted in a change in accounting policy in respect of proposed equity dividends. If the company declares dividends to the holders of equity instruments after the balance sheet date, the company does not recognise those dividends as a liability at the balance sheet date. The aggregate amount of equity dividends proposed before approval of the financial statements, which have not been shown as liabilities at the balance sheet date, are disclosed in the notes to the financial statements. Previously, proposed equity dividends were recorded as liabilities at the balance sheet date.

This change in accounting policy has resulted in no prior year adjustment for the company as all dividends recognised in the prior year accounts were paid within the year proposed.

Turnover

Turnover is the total amount receivable by the company for goods supplied where service performance has been completed, excluding VAT and trade discounts.

Goodwill

Purchased goodwill is capitalised and is amortised on a straight line basis over its estimated useful economic life.

Fixed assets

All fixed assets are initially recorded at cost

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows

Motor Vehicles	- 25% straight line
Office equipment	- 25% straight line and reducing balance

Stocks

Stock is valued at the lower of cost and net realisable value

Leasing and hire purchase commitments

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Pension costs

Defined contribution scheme

Pension costs charged against profits represent the amount of the contributions payable to the scheme in respect of the accounting period.

Deferred taxation

Deferred tax is recognised on all timing differences where the transactions or events that give the company an obligation to pay more tax in the future, or the right to pay less tax in the future, have occurred by the balance sheet date. Deferred tax assets are recognised when it is more likely than not that they will be recovered. Deferred tax is measured using rates of tax that have been enacted or substantively enacted by the balance sheet date.

Financial instruments

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the entity after deducting all of its financial liabilities.

Where the contractual obligations of financial instruments (including share capital) are equivalent to a similar debt instrument, those financial instruments are classed as financial liabilities. Financial liabilities are presented as such in the balance sheet. Finance costs and gains or losses relating to financial liabilities are included in the profit and loss account. Finance costs are calculated so as to produce a constant rate of return on the outstanding liability.

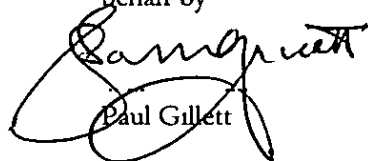
Where the contractual terms of share capital do not have any terms meeting the definition of a financial liability then this is classed as an equity instrument. Dividends and distributions relating to equity instruments are debited direct to equity.

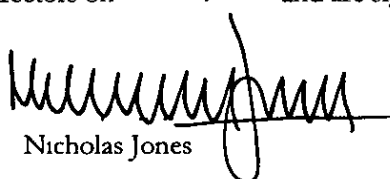
Abbreviated balance sheet

	Note	£	2006 £	£	2005 £
Fixed assets	1				
Tangible assets			108,742		53,790
Current assets					
Stocks		328,774		328,501	
Debtors		1,165,487		919,738	
Cash at bank and in hand		1,409,196		1,262,079	
		2,903,457		2,510,318	
Creditors: amounts falling due within one year		2,059,712		1,847,927	
Net current assets			843,745		662,391
Total assets less current liabilities			952,487		716,181
Capital and reserves					
Called-up equity share capital	2		25,000		25,000
Other reserves			25,000		25,000
Profit and loss account			902,487		666,181
Shareholder's funds			952,487		716,181

These abbreviated accounts have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985

These abbreviated accounts were approved by the directors on 25/4/07 and are signed on their behalf by


Paul Gillett


Nicholas Jones

Notes to the abbreviated accounts

1 Fixed assets

	Tangible Assets £
Cost	
At 1 July 2005	193,103
Additions	84,660
At 30 June 2006	<u>277,763</u>
Depreciation	
At 1 July 2005	139,313
Charge for year	29,708
At 30 June 2006	<u>169,021</u>
Net book value	
At 30 June 2006	<u>108,742</u>
At 30 June 2005	<u>53,790</u>

2 Share capital

Authorised share capital

	2006 £	2005 £
50,000 Ordinary shares of £1 each	<u>50,000</u>	<u>50,000</u>

Allotted, called up and fully paid

	2006 No	£	2005 No	£
Ordinary shares of £1 each	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>