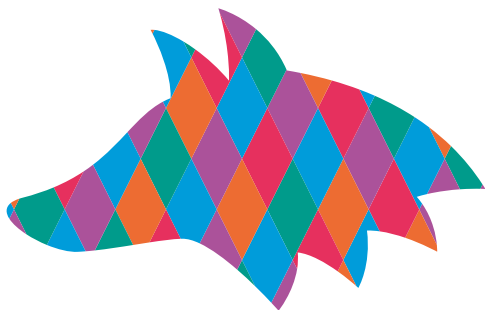


# ***Invitation***

## ***Week of the Wolf***



***From the 23th until  
the 27th of November  
at lupacompany***

## ***About the Week of the Wolf***

From Monday the 23th until Friday the 27th of November we will organise the Week of the Wolf. We do this because we want to celebrate our 10 year anniversary with you. During the Week of the Wolf we would like to introduce the various Lupa's. That is why on each day of the week we focus on one of the Lupa's. Each day we will arrange open office hours or workshop regarding the services of the Lupa of the day.

More information about the agenda of each day can be found later in this invitation. On Friday the 27th of November we will conclude the week festively with drinks. Participating in the Week of the Wolf is, of course, free. Do you intend to participate in a workshop, walk-in or want to join us at the drinks on Friday? Please register with us.

### ***Register***

You can register for the Week of the Wolf through our website [www.lupacompany.com](http://www.lupacompany.com) or per e-mail: [info@lupacompany.com](mailto:info@lupacompany.com).

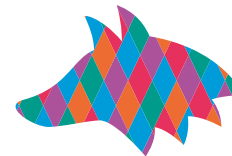
It is also possible to register by phone, you can reach us at **020-4123507**. Because of our preparations, we ask you to register before the 18th of November.

## ***About lupacompany***

Lupacompany is the place for all your fiscal, financial and legal questions and services. Within lupacompany we have organised and designed our serviced around client needs based on type of client, such as private household, one/ two person company, companies and organisations.

Lupacompany is there for clients that want their business, project or organisation to be successful and who understand this is achieved faster with our commitment.

Lupacompany is located on the Jacob van Lennepkade 205 in Amsterdam (Oud West).





## **Programma Week van de Wolf**

### **Monday the 23th of November: artlupa (page 7)**

10:00 - 11:00 Credit management

13:00 - 16:00 Business strategy

### **Tuesday the 24th of November: lexlupa (page 8)**

10:00 - 12:00 Life events

13:00 - 16:00 Tax chat

### **Wednesday the 25th of November: aeslupa (page 9)**

10:00 - 12:00 Budget management

14:00 - 15:00 Saving money

### **Thursday the 26th of November: salupa (page 10)**

10:00 - 11:00 New resignation law

13:00 - 16:00 Collective labour agreement

### **Friday the 27th of November: fruxlupa (page 11)**

10:00 - 12:00 Reading financial numbers

16:00 - 20:00 Drinks

**Sign up  
before the  
18th of  
November**



**Monday**  
**23-11-2015**



10:00 - 11:00

### **Workshop credit management**

How do you manage the payment of your invoices? What do you do when your clients do **not pay on time**? In the workshop invoice management you will learn how to handle clients that do not pay their bill (on time), when a debtor becomes a **doubtful debtor** and what your rights are.

13:00 - 16:00

### **Walk-in business strategy**

Do you have new ideas for your business, but you hesitate to start? You are not sure you need a business plan or what should be in it? **What are my next steps?** Or how do I finance my ideas? We help you to set realistic goals. Visit us to talk with us about your business and **business strategy**.

**Sign up for free:**  
**[info@lupacompany.com](mailto:info@lupacompany.com)**

**Tuesday**  
24-11-2015



10:00 - 12:00

### **Walk-in life events**

With many decisions in life you have deal with fiscal and legal consequences. Are you going to live together with your partner and want to know if you should draft a **cohabitation contract**? Or are you going to **work together with other entrepreneurs**, but you are not sure what legal form is best? And what is important when you buy or sell a company? For all these events you can join lexlupa's walk-in.

13:00 - 16:00

### **Walk-in tax chat**

The tax-chat is a meeting in which you and the specialist of lexlupa will go through your administration and finances and discuss with you what you need to do and maybe even more important: **If you are doing it smartly?** We will inform you about the latest developments of fiscal legislation that apply to your situation.

**Sign up for free:**  
[www.lupacompany.com](http://www.lupacompany.com)

**Wednesday**  
25-11-2015



10:00 - 12:00

### **Walk-in budget management**

A walk-in about the possibilities of budget management, budget coaching and debt assistance. If you have **debts** and you do not know how to deal with it. If you are **debt-free**, but you have the feeling that your expenses are greater than your income, if you have no overview of your expenses, aeglupa helps you to get more **insight and control** with regards to your finances. Visit us for the budget walk-in to discuss your finances with us and we will start to get you back on track.

14:00 - 15:00

### **Workshop saving money**

You can save a lot more on your everyday expenses than you might think. In this workshop we will see what expenses you have and whether or not we can **save money** on this. Sometimes it is possible to save up to 1.000 EUR a year. Do not pay too much and register with us.

**Sign up for free:**  
**+31 20 412 35 07**

**Thursday**  
26-11-2015



10:00 - 11:00

### **Workshop new resignation law (Law Work and Security)**

From the 1st of July 2015 the new resignation law has entered into force as a part of the Law Work and Security. In the new law the rules concerning **resignation of an employee** have been changed and in addition the **notice period** has been introduced. Visit us to check what the Law Work and Security means for your organisation.

13:00 - 16:00

### **Walk-in collective labour agreement and paying wages**

In this walk in we will look at the consequences of having to follow a collective labour agreement when paying the wages of your employees. If you perform work activities in a certain sector and the collective labour agreement is generally binding, it is possible you **automatically fall under that agreement**. If you want to know what this means for your organisation, please visit us during this walk-in.

**Sign up for free:**  
**+31 20 412 35 07**

**Friday**  
27-11-2015



10:00 - 12:00

### **Walk-in reading financial numbers**

Numbers are a means to make **strategic and budget choices** within your organisation. To help you further it is important you can interpret financial information within your organisation and use this as a basis to make **operational decisions** on. During the walk-in we will go through these numbers and discuss what information you can extract from them.

16:00 - 20:00

### **Drinks**

On Friday we will have a drink to close our Week of the Wolf. You are invited to have a drink with us in the office. Are you planning on visiting us? Register before the 18th of November, so we know how much to order.

**Sign up for free:**  
**info@lupacompany.com**

# *Drinks at the end of the Week of the Wolf*

To close this special week, there will be drinks on Friday from 16.00 – 20.00.

You are invited to have a drink with us in the office, please let us know if you're coming.

*Friday the 27th of November  
from 16:00 until 20:00*