



officeassistants

Cherry pick a range of office services to suit your small to medium sized business.



# Service Guide



## Cash flow management







Keeping invoices going out and payments coming in is a vital part of running a successful business.

But having the time to do these things and keep the cash flow balanced can be a real challenge.

Here at **Office Assistants** we understand your challenges which is why we have put together a service specifically tailored to the smaller business.

You won't get paid unless your invoices and statements are going out on a regular basis. And sometimes you don't get paid until your customers have had a bit of a nudge.

If you need some help, then this is what we can do for you:

-  **Issue invoices on your headed paper**
-  **Send invoices by post, fax or e-mail**
-  **Record incoming payments**
-  **Chase late payments**
-  **Issue and send monthly statements**
-  **Run reports on debtors and work with you to minimise debts**



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Office Assistants has helped implement various important and time saving procedures into my business. They are a highly professional and competent company that brings a wide range of skills and experience to our business.

*Michael Palmer: Michaelgregg Consultancy Ltd*

