

Service Guide







Admin Services

As a small business or sole trader there have probably been countless times when you've needed a 'virtual' office – a base from which your admin is run efficiently – enabling you to portray the impression of a professionally run company.

Whilst you are busy running your business and doing what it is you do so well, imagine having someone in the background, someone you can trust, handling your calls and enquiries, maintaining your files, producing letters, quotes and invoices and generally putting an efficient face on your business.

The **Office Assistants** Admin Service allows you to get on with the jobs and concentrate on bringing in the money, whilst someone else handles the admin side of things. It's just another burden-easing service from your bookkeeping professionals, and it can be tailored to your budget.

Need help with your admin? The following is just a small selection of what we could do for you:

-  **Take your incoming telephone calls**
-  **Handle your sales enquiries by telephone or e-mail**
-  **Record you a professional voicemail message**
-  **Produce letters, estimates, invoices and statements**
-  **Prepare high quality presentations and proposals**
-  **Manage your filing**



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“ Office assistants took over the administration side of my limited company three years ago. They are a very approachable company and professional in what they do. Their services relieve the pressure off me so I can concentrate on running my company. I would recommend Office Assistants without any hesitation to anyone, whether they are a sole trader or company. It's rare to come across good companies in this day and age, but Office Assistants is one of them.

Michael Skinner: Director, M.S. Alarms Ltd ”