



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



# Service Guide

## Online Presence







These days almost everyone uses the internet to search for products and services. With a strong online presence, your business stands a much better chance of success.

Here at **Office Assistants** we understand that you may not have the budget, time or the technical knowhow to set up a website. That's why we want to tell you about BT Tradespace.

BT Tradespace—[www.bttradespace.com](http://www.bttradespace.com)—is a free service offered to all UK businesses. It offers you an online platform on which you can promote your business on the worldwide web . You get your own 'web address' that you can give to customers, and you can add a company description, blogs, images, videos, a logo, colour scheme and lots more.

Whilst a BT Tradespace is free to all UK businesses, it benefits immensely from being set up by a professional that knows how to make the most of your wording, design and images. Once set up, it's all yours to add to or amend as you please.

**For just £80 plus VAT we will:**

-  **Set up your BT Tradespace account**
-  **Write a descriptive home page**
-  **Upload your logo and set a colour scheme**
-  **Upload up to 6 images or videos**
-  **Set up descriptions for up to 2 products or services**
-  **Write one blog piece to help promote your Tradespace**



**A Web Presence for just £80 plus VAT!**

Take a look at the Office Assistants BT Tradespace to see how you could be promoting your business online for very little outlay:

<http://office-assistants.bttradespace.com>

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