



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—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>

 **0800 1692 083**

www.officeassistants.org.uk

Telephone: 020 8599 0909

Fax: 020 8599 0901

info@officeassistants.org.uk

Suites 1 & 2, LCCM House
Kemp Road, Dagenham
Essex RM8 1ST