

officeassistants

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



Service Guide









VAT

Got a VAT headache? You are not alone; VAT is one of the biggest causes of headaches for small business owners who cannot stretch to employing full time qualified staff to deal with it for them.

There are serious penalties for late or inaccurate VAT returns so using a professional to handle this aspect of your accounting is vital.

Office Assistants provides a VAT service tailored to the small business which means you get your VAT dealt with by someone who is fully qualified, without the full time employee price tag. You'll also get someone who is experienced enough to save you money and ensure you are recovering your maximum entitlement.

If your company is VAT registered then Office Assistants can:

-  **Put a specialist bookkeeping system in place**
-  **Complete VAT returns and submit them ON TIME**
-  **Ensure the maximum VAT entitlement is recovered**
-  **Make sure you comply with current legislation**
-  **Recover any unclaimed VAT**
-  **Assist you in becoming VAT registered**



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The money Office Assistants has saved me in late payment charges and over payment of tax and VAT would pay their fees several times over.

Sam Neopytou

