LEVEL 3 -
OFFICE MANAGEMENT SERVICE
(£500-£1200 per mth)

Suitable for small businesses and high demand/complex professional individuals or those wanting 'full admin support'

IN ADDITION TO ALL OF LEVEL 1 & 2 SERVICES:

Full Bookkeeping: Based on 1 month input requirement - contact for longer sort price
Invoice & receipt entry
Quartlery reconcilliations

Quote & Invoice Generation and Management

Quote Management: Subject to direct information provision
Completion of quote template
Send to client
Contact/Chase of Client
Acceptance Management & Contract Issuance (T&C's)
Schedule of delivery

Invoice Management:
Invoice generation
Payment Schedule Management incl. reminders for payments
Issurance of missed/late payment notices
Statement of Account Management for late fees

Database Creation & Management:
Client, Suppliers, Contacts, Personal

Document Management:
Archive & Storage System for regulatory compliance
Direct Management of all end client and supplier corrospondence

Specialist Research & Sourcing additional charges may be incurred

E-Mail Management:
Direct access to e-mails for inbox review
Identify and action key e-mails for quote and invoice
Removal of spam
Identification and scheduling of events
Importance Identification

LEVEL 3 CONTINUED
OFFICE MANAGEMENT SERVICE
(£500-£1200 per mth)

Suitable for small businesses and high demand/complex professional individuals or those wanting 'full admin support'

IN ADDITION TO ALL OF LEVEL 1 & 2 SERVICES:

Supplier Management
Identification of clearly defined suppier processes
Request & review of required documentation from supplier
Alignment with schedule delivery plans

Ordering
Place orders to meet demand (based on delivery schedule)
Manage logistics

Social Media Management:
Regular facebook updates
Website reviews and upload of info and content
Instagram Management

Use of Hot Desk & Wi-Fi

LEVEL 4 -
OFFICE MANAGEMENT SERVICE
(£1000 - £2500 per mth)

Suitable for small/medium businesses with direct employed staff or 3rd party contractors whereby all Office Management requirements are controlled by The B.O.S.S Hub

IN ADDITION TO ALL OF LEVEL 1, 2, 3 :

Accounts Management:
Accountant liaison
Queries & compliance completion
Salary Management
HMRC Liaison
Bank account management & accounts reconcilliation
E.O.Y Books Completed for Accountant Submission

Staffing:
Creation of all policies & procedures
Design of business structures (IR35 compliance)
Writing of staff contracts & statements of employment
Mediation & Staff Conflict resolution services
Creation of Job Descriptions
Management of your Recruitment Process
HMRC Liaison

Business Compliance:
Writing of ALL business policies and procedures
Creation of bespoke business manuals
Complaince assessments and reviews
Solutions design

E-Mail Management:
Full e-mail management
Action of requests and inbox requirements
Actioning of attachments
E-mails send/replies created from your own inbox

Specialist Research & Sourcing:
Pro-active sourcing of alternative suppliers
Pro-active researching of alternative products
Potential cost efficiencies regularly identified

LEVEL 4 Continued -
OFFICE MANAGEMENT SERVICE
(£1000 - £2500 per mth)

Suitable for small/medium businesses with direct employed staff or 3rd party contractors whereby all Office Management requirements are controlled by The B.O.S.S Hub

IN ADDITION TO ALL OF LEVEL 1, 2, 3 :

Document Management:
Full document & archive management
Rentention & Distruction Process Managed

Supplier Management:
Direct management of suppliers
Full control and tasking of 3rd party suppliers
Design and control of delivery schedules

Ordering:
Full control of all ordering
Control of payment

Corrospondence & Typing:
Unlimited copy/audio typing
Unlimited photocopying & printing

Social Media & Marketing:
Full design, review and management of facebook site
Full review and management of web-pages
Direct liaison and instruction to web companies
Management of domain schedules etc
Marketing Management
Advertising schedules Managed - Additional costs may be associated
Design of adverts
Publication of adverts - Additional costs may be associated
Logo Design Management & Support - 3rd party costs will apply