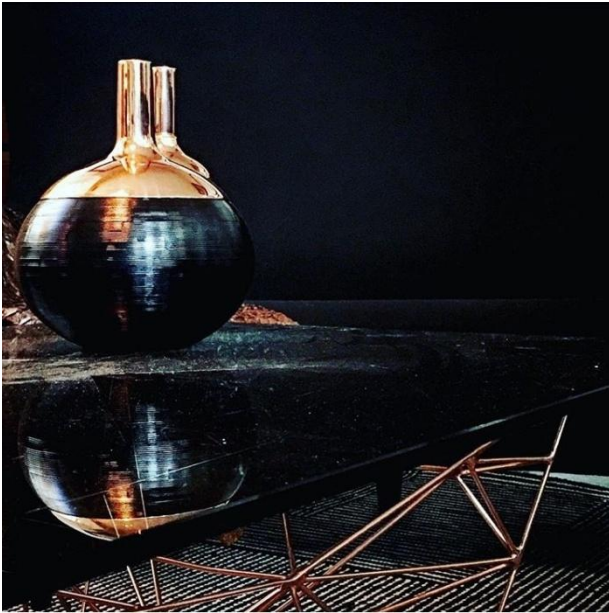


Please Organise Me - Business services



Administration – We know that setting up or running a business can be stressful and time consuming. We will support you by managing a number of your administrative and marketing tasks with our PA and office services. We also have many years experience with Sage, Bright and Xero accounting. We offer a flexible and cost efficient option for staffing your business as we invoice only for the hours we work and you don't have to think about recruiting a new employee.

Our services range from:

- Locating new or temporary business premises;
- Week to week invoicing, job tracking and chasing overdue payments;
- Setting up marketing strategies on all social media platforms including blogs and newsletters;
- Organising social and networking events;
- Dealing with IT and utility companies;
- Implementing methodical filing systems;
- Placing adverts, shortlisting applicants and interviewing potential new staff.

We provide a range of [business organisation services](#) tailored to both the home and business environment. Please note that this list is not exhaustive. We are always keen to take on new challenges, just call us to discuss your requirements.

We charge £45 per hour; any additional costs such as postage, travel, eBay fees, telephone calls and car

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Phone

07811 529328

E-mail

rachel@pleaseorganise.me

parking will be charged at cost. We offer 4 hours at a reduced rate of £160. All work carried out is payable on completion by cash, BACS or cheque. Please Organise Me is covered by Public Liability Insurance and Professional Indemnity Insurance.

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