

New business advice

Starting up a business? We can help you with all of the administration involved in start up - everything from your new logo to your website

Design

Logos, business stationery, flyers, brochures. We can also organise printing

Web design

Basic, functional, cost effective websites for small businesses

Presentation material

Everything from designing templates to creating high quality presentation material to impress your clients

Typing

60wpm typists, 99% accuracy levels, we type anything from invoices to reports





Virtual secretarial support

We can help you with anything from chasing up your suppliers to sending out mail-shots

93% of small businesses have no regular administrative support

*78% of small business spend 8 or more hours a week on administration**

At everything admin we understand that it is not financially viable for small and start up companies to employ full time help, yet the day to day burden of administration can take up valuable time that you should be spending winning customers and growing your business. We aim to provide a flexible and cost effective support service for start up businesses, small businesses and entrepreneurs:

-  We work virtually so our overheads are low, meaning that we can keep our costs low
-  We have no minimum hourly usage, so you can have as little or as much support as you require
-  We bill in 15 minute increments so you only pay for the time you use
-  We have experience in many different industries

Contact us to discuss your requirements on [01689 602485](tel:01689602485) or email us on jo@everythingadmin.co.uk

www.everythingadmin.co.uk

*Results Everything Admin survey 2005

everything admin
supporting your business 

£99

**Fully hosted
No hidden costs!!**

Get your business online for just £99!

Price Includes:

.co.uk domain name

50MB Web hosting space

Unlimited email addresses - using your company name

Professional design and publication of your website

No hidden costs!!

Contact us on 01689 602485
or email jo@everythingadmin.co.uk

Conditions:

1. Customer to supply all text in electronic format. No spell checking or proof reading of text will be done. Limited to 500 words.
2. Customer to supply any company logos or corporate images in electronic format. Any artwork that has to be recreated will incur additional charges.
3. Price is for a 1 page website, any additional pages required will incur additional charges.
4. While price includes cost of unlimited email addresses, it does not include the set up of email accounts. Any set up will incur additional charges.

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