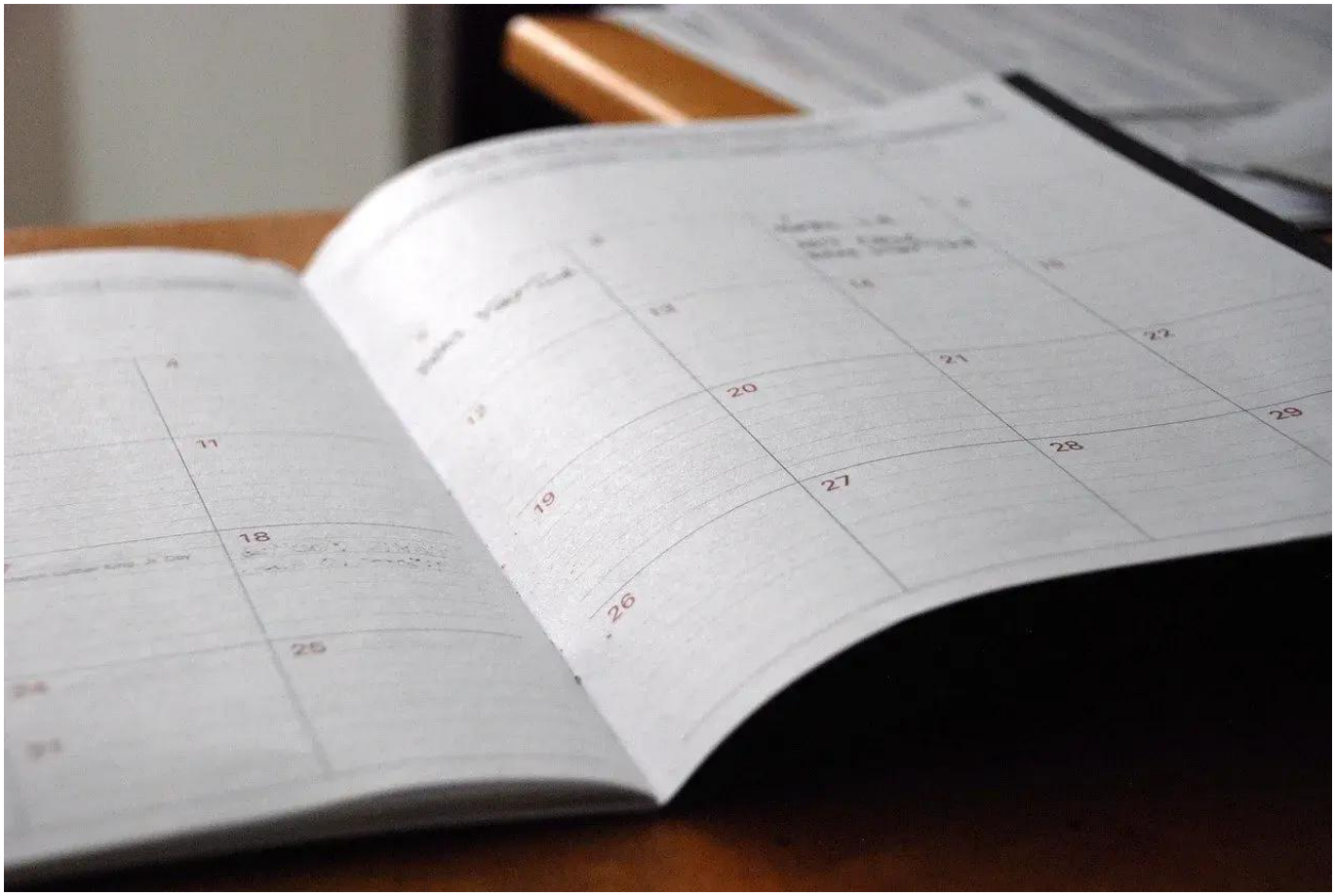
Print PDF eBook

# Diary Management – Supporting a whole range of businesses throughout the UK

For first class professional & administrative support for your business

Enquire today



# A lot of you have already had a conversation with us – you've just not been aware of it.

Not many of you have realised that you are talking to a member of our team, rather than the company you dialled, this is because we are the best at what we do.

Our company began in 1999, we were at the very beginning of the 'virtual world'. We are not just one of the market leaders, but we are probably the 'oldest' market leader within our industry. Of course, with all these years, comes experience, and this is what we can give to you, a wealth of experience.

Our staff are not call centre trained, our staff are actual **Personal Assistants**; some have assisted chief Executives of airlines, some have worked for high class consultancy firms in the private sector, others themselves have previously owned a business, they understand what its like to run one.

Unlike many of our rivals we are not a call centre, telephone answering services is

our game, but we do not employ call centre mentality.  We are THE Personal Assistant that you would want to employ, but for just a fraction of the cost!

**Diary management** is extremely important within any business. To manage your diary we need to speak with your clients, we do this daily, we engage with each client, we experience what you experience, we connect the way YOU connect.

We will ensure each diary entry is managed to achieve the following:

- The date and entry is correct
- All parties emailed and confirmed both when the entry is made and prior to attending
- All paperwork delivered via email
- If a zoom/skpye chat we will co-ordinate and ensure everyone is aware of the log in
- Take minutes of the meeting if need be and return these the same day to you for review, then send to the participants
- Ensure Any Other Business is relayed

Throughout the years we have been responsible for the growth of many of our clients, from sole traders and SMEs. Our clients cover many industries, anything you can think of, from a plumber, to a doctor to a top flight lawyer.  We have recently just assisted one client in launching his new book in New York. We did the whole launch from our office, all he did was fly to New York and sign his books.

Our team are all based at our offices in Middleton, Manchester and working at Executive level.

## In conclusion...

We can add something to you, your business, something that makes your life a lot easier and your business more effective.
Enquire today

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