



BUSINESS OFFICE SOLUTIONS

How would you like your own dedicated **Personal Assistant** without the overhead?



Business Office Solutions offers a wide range of office services as and when your business requires them.

Types of Services:

- Digital Dictation
- Diary Management
- Travel Arrangements
- Project Management
- Presentations
- Business Startups
- Office Moves
- Office Management
- Facilities Management
- Template & Procedure Implementation

Benefits:

- Services can be provided remotely thus saving you office space and overheads.
- Services available as and when required.
- No staff costs, holiday pay, sick pay etc
- Reliable and efficient turnaround by experienced and knowledgeable personnel

For further details please contact

Email: brendao@bos-ltd.co.uk

Mobile: 07803 726238

www.bos-ltd.co.uk





Digital Dictation

.....by your **“Virtual PA”**

Did you know you can record reports, meeting notes, building surveys etc etc, via your iPhone or Blackberry, if you don't already have a digital dictaphone. You simply email the voice file to us and we take care of the rest. The document is then typed onto your preferred template and emailed back to you.

- You no longer have to wait until you return to the office to get started on that all important document.
- You no longer need to worry about staffing issues or associated costs.
- No need to supply any equipment.
- You simply pay for the service as and when you use it!

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