

## SYNERGY PACKAGE

<b>BACK OFFICE</b>	
<i>address hosting and mail forwarding</i>	<ul style="list-style-type: none"> <li>address in London (Pall Mall, Kensington or Chelsea) or any other part of the UK</li> <li>mail can be opened on request</li> <li>important mail will be forwarded by fax</li> <li>all mail will be forwarded</li> </ul>
<i>conference calls</i>	<ul style="list-style-type: none"> <li>audio and web conferencing</li> </ul>
<i>digital archiving</i>	<ul style="list-style-type: none"> <li>secured online storage of documents including a personal web interface for management and retrieval</li> <li>scanning, indexing, etc.</li> </ul>
<i>telephone answering</i>	<ul style="list-style-type: none"> <li>a personal telephone line with London or generic prefix</li> <li>calls are answered under the name of the company</li> <li>message forwarding</li> <li>simple questions about the company and its products will be answered</li> </ul>
<i>virtual PA</i>	<ul style="list-style-type: none"> <li>will manage diaries, e-mails, expense reports, etc.</li> <li>assist in organising events</li> <li>participate in events on request</li> <li>manage the office administration</li> <li>see to invoicing and invoice payment follow-up</li> <li>liaise with contractors, partners, suppliers, etc.</li> </ul>
<b>FINANCE</b>	
<i>accounts</i>	<ul style="list-style-type: none"> <li>basic maintenance of all UK accounting records</li> <li>using Sage or other (online) accounting package</li> <li>preparation of VAT returns, etc.</li> <li>invoicing</li> <li>credit control</li> </ul>
<i>financial services</i>	<ul style="list-style-type: none"> <li>funding and bridging</li> <li>protection against death and incapacity</li> <li>employee benefit arrangements</li> <li>tax planning and accountancy</li> </ul>
<b>LEGAL</b>	
<i>company formations</i>	<ul style="list-style-type: none"> <li>set up a UK Limited company</li> <li>provide a registered address</li> <li>assistance in opening a UK bank account</li> </ul>
<i>legal support</i>	<ul style="list-style-type: none"> <li>advice on international contracts, employment law, etc.</li> <li>dispute resolution</li> </ul>
<b>LINGUISTIC SUPPORT</b>	
<i>translation</i>	<ul style="list-style-type: none"> <li>translations into and out of any language</li> <li>sworn/certified translations by native speakers</li> </ul>
<i>language courses</i>	<ul style="list-style-type: none"> <li>intensive courses</li> <li>part-time courses</li> <li>in-company courses</li> <li>master classes</li> </ul>
<i>cultural awareness</i>	<ul style="list-style-type: none"> <li>cultural awareness training and coaching</li> </ul>
<b>PROCUREMENT</b>	
<i>tenders and proposals</i>	<ul style="list-style-type: none"> <li>e-tendering</li> <li>preparing to tender</li> <li>company policies</li> <li>pitching to win</li> </ul>
<b>SALES AND MARKETING</b>	
<i>marketing</i>	<ul style="list-style-type: none"> <li>copywriting</li> <li>networking</li> <li>exhibitions</li> <li>branding</li> <li>advertising</li> </ul>
<i>operational marketing</i>	<ul style="list-style-type: none"> <li>mailing, e-mailing, including design</li> <li>telemarketing</li> <li>online marketing</li> </ul>
<i>virtual sales assistant</i>	<ul style="list-style-type: none"> <li>assistants will be trained in the business of the customer</li> <li>will answer calls and make follow-up calls</li> <li>will follow up and qualify leads</li> <li>send brochures and information to potential clients</li> <li>organise diaries</li> </ul>