



Virtual Administration Services

www.redvas.info

RedVAS provides eco friendly Online Offices with a range of **FREE Virtual Administration Services** to save business time and money.

We help business manage time and create work-life-balance whilst increasing profits and business control with our bespoke Online Offices inclusive of a wide range of tools from **£2.99 per hour**.

All accessible worldwide, 365 days of the year, 24/7.

Download our free brochure from www.redvas.info NOW

Services include:

Online Offices include: Book keeping, HR Employee File; Time Sheets; Task Sheets; Expense Claims; Training & Holiday Requests; Performance Management; Inventory; Training Certificates; Address Book; Notice Board; Newsletter; Electronic Signature; Document Storage; Management Reports; Virtual Filing Cabinets and so much more.

FREE - Diary Management

FREE - Telephone Answering & Phone Numbers

INCLUSIVE - Document Information Storage, access all of your files and information

Administration: Post handling, including, print and post, view your post online

FREE - Online Book Keeping, ensuring you're always visibly up to date.

All accessible, worldwide, 24/7, 365 days of the year.

Enquiries: 01325 461166

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Twitter : [@RedBizServices](https://twitter.com/RedBizServices)

Case Studies

We help business of all sizes to manage time and create work-life balance whilst increasing profits and business control with our bespoke Online Office, Accessible worldwide, 365 days of the year, 24/7.

Company A: Jonathan's business has 25 staff. He completed his Company's admin tasks with his administrators, one day a week believing this was a cost effective way of doing business. His daily pay rate is £500 a day thus he was actually spending an additional £2000 a month on his admin plus the cost of employing his administrators and missing out on opportunities to fulfill his role as Managing Director of the Company, husband and father!! RedVAS provides a **Platinum** and **Green** Combo Package for his business saving him time and thousands of pounds, whilst reducing his staffing cost.

Company B: Rose manages a training company. She initially tried using call answering services with virtual admin support but soon realized that this only partially solved her problems. We provide our **Gold** and **Green** Combo Package for Rose

Customer C: Andrew works away from home full-time as a contractor with a team of staff. RedVAS provides a **Silver** and **Green** Combo Package for Andrew, which has enabled his business to have more capacity. Andrew now enjoys more time with his family and feels the benefits of a better work-life balance.

Company D: Donna was spending two to three hours per day on her admin tasks. She is neither trained nor skilled in completing admin functions. Since commissioning RedVAS services, her sales have increased along with her work-life balance and profits. She needed more than a call answering service and is now fully in the driving seat of her business. Donna enjoys our **Bronze** Package.

Customer E: Steve's Company employed three full-time administrators at a cost of £16,000 each per year. RedVAS provides his company with a **Platinum**, **Gold** and **Green** Mixed Package saving his Company thousands of pounds per annum. These savings have allowed the Company to stay in business during tough economic times and adopt a more professional image that has brought in new business.

Our services are efficient and cost effective and appropriate for most business types. Visit our website to learn more about the different packages that we offer.

Why not phone or email us today to see how much we can save your business?

We have a package to suit most businesses type large or small
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