

Drowning under a mountain of admin?



We have
the answer...

RedVAS online offices, dedicated to saving your business time & money...

We provide you with an online, eco friendly, paper-less virtual office using our bespoke web-software. Our online offices are accessible 365 days of the year 24/7, and can be purchased with or without our FREE Virtual Admin Support. All offices include:



- **Administration:** Expense, Time and Task Sheet; Time-off Requests; Training Records.
 - **Reports:** Run reports in respect of any of your team members' activities.
 - **Letter Writing:** Write and dispatch your written correspondences.
 - **Filing Cabinets:** A wide range of virtual filing cabinets.
 - **Employee File:** Containing all of their info., including holiday requests / taken / outstanding.
 - **Training:** Internal / external course directories and requests / allocations.
 - **Inventory:** Keep a track on all of your assets.
 - **Company Admin:** Send out company notices, newsletters, store HMRC info.
 - **Post:** Upload and view your company post.
- **Dashboard:** Know whats going on in your office.
- **Address Book:** Contacts, Employee and Company Directories.
- **Messages:** Send internal messages for FREE.
- **Calendar:** View and manage everyone's calendar in your company.
- **Accounts:** Book keeping platform in partnership with Sage.

And so much more!

Know someone who needs rescuing from their admin mountain or simply wants to save time and money?

Refer them to us and we'll pay up to £500 commission for any referrals that become RedVAS customers.

Find out more...

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Virtual Administration Services