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**Let Me Help Your Business**

Imagine…having the free time to concentrate on where you’re needed most – developing your business AND enjoying some well-deserved time off!

Read on…

**About Me**

Hi, I’m Lisa, welcome to

LOGO

I’m a highly experienced administrator in the beautiful Spa town of Cheltenham.

I offer a range of admin support which can be customised to suit your needs whether you are a small business owner, self-employed or an entrepreneur within Gloucestershire.

**Services**

* General Day to day administration
* Diary Management
* Customer Relations
* Preparing and issuing Invoices/Quotations/Purchase Invoices
* Handling of incoming post, via email or hardcopy
* Data entry for daily accounting/reconciliation using online accounting packages
* Book-keeping utilising Xero Accounting or Quickbooks
* Website Management

This is a great resource and works out as a very cost-effective way of getting your admin done quickly and efficiently, without employing someone or having to find the time to do it yourself!

As a free bonus, I am helpful, efficient, friendly, and approachable.

Get in touch today to see how I can help your business flourish.

**Packages**

Bronze package – 8 - 10 hours a month

Silver package – 16 hours a month

Gold package – 20+ hours a month

All packages are paid up front.

If your requirements do not suit any of the packages above The Admin Practice is happy to customise a package to suit you and your business, enquire here…

**How it Works**

(insert diagram on cream background)

**Testimonials**

“Lisa is extremely efficient, very personable and understood my deadlines so is an asset to any business for managing both admin’ and accounts – the perfect virtual office manager!”

**Jim**

**JT Project Services Ltd**

“Lisa joined the company a few months ago as an office administrator and has already proved herself to be extremely capable, reliable, and very organised!!!!

She has helped the company transition from a mostly “paper based” office to setting things up online- implementing this and many other systems to help the company move forward in an efficient and seamless manner.

She is an asset to have on the team!”

**Jo**

**Solo Interiors Ltd**

**Contact**

It’s SIMPLE….

Get in touch and let me know your requirements.

You can do this by either using the email address below or via the contact form here.

I look forward to assisting you and your business!

**EMAIL:** [lisa@theadminpractice.co.uk](mailto:lisa@theadminpractice.co.uk)

**PHONE:** 07717 696110

**SHOW:**

**FIRST NAME SURNAME**

**EMAIL SUBJECT**

**MESSAGE**