|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Details**   |  | | --- | | Company Details | | **Legal Name of Company** BRISTON TRAINING AND DEVELOPMENT PTY LTD | | | | **Head Office**  Building 1, Level 3, 2-14 Murrajong Road, Springwood, QLD, 4127 | | | | **Trading Name** BRISTON OUTSOURCING SERVICE SOLUTIONS (BOSS) | | | | **Postal Address**  Southgate, Box 8, 3350 Pacific Highway, Springwood, 4127 | | | | **Telephone No.**  1300 919 692 | **Facsimile No.**  (07) 3503 9191 | **Web**  http://www.briston.com.au | | **Primary Contact**  Andrew Bridge | **A.C.N**  35 151 116 746 | **A.B.N**  35 151 116 746 | | **P.O.C. Email Address**  andrew.bridge@briston.com.au | | **Mobile No.**  0404 036 591 | |

|  |  |  |
| --- | --- | --- |
| **Company Overview**  Briston Outsourcing Service Solutions (BOSS), is an Australian owned and operated company providing managed capability outsourcing services to clients across Australia. Our company specializes in identify existing or emerging capabilities within organizations and establishing low cost, fully integrated outsourced services to reduce your cost baseline and increase your scope of operations. We have the knowledge, skills and resources to provide your company with access to an inexpensive, highly proficient, global workforce that will allow you to compete effectively in any market.   |  |  | | --- | --- | | Our primary aim is to reduce the risk that clients face when stepping into the world of outsourcing by ensuring that we provide detailed analysis, and full capability management services. This is done by following a simple process: |  |   Conduct a detailed analysis of your requirements to identify what capabilities are available for you to outsource, what systems and processes you have in place, and what modifications and support training you need to get moving.  Establish the recruiting requirements for your new team members in the Philippines, then recruit, induct and train your new team.  Manage minor modifications within your organisation to allow you to effectively integrate your new capability. This may include introduction of new cloud based IT and communications systems, development of new SOPs, and training of your existing team to work cohesively with your new team members.  Provide ongoing performance management of your new team on the ground in our Manila office through detailed training, development, and management by our Australian management staff. We are one of the few BPOs to provide qualified Australian training and management staff in our Manila office working hand in hand with your Philippines staff to guarantee you get the capability that you need. |

|  |
| --- |
| **Confirmation of Requirements** |

|  |
| --- |
| **Scope of Works** |

|  |
| --- |
| **Cost Estimate** |

|  |
| --- |
| **Conclusion**  Jarrod I apologize for the sheer length of this overall quite simple estimate! However I wanted to give you as much information as I could. Whether you decide to go with us or not, as I mentioned via Skype, give me a call anytime and I am happy to act as a sounding board to talk you through some of the considerations, risks or options that you may encounter.  If you do decide to go with us then please contact me anytime and we can get started on refining exactly what you want in each role in terms of experience and skill, and my guys will start developing our testing procedures for the recruitment phase.  For the VA in particular, we are still in start up phase with that capability. We have plenty to select from, but I guess my point is that I am happy to play around with the rates I quoted above and run much lower margins if you can help me test and establish the procedures for clients as I take this to market, and once we have it running smoothly, help me spread the good word on BOSS! Anything you can do to help us get our name out there would be appreciated and I am happy to run referral programs etc.  Overall though, as I said above, we may not be the cheapest, but I guarantee we are the safest and most efficient. We would love the chance to work with you so please keep us in mind and hopefully I hear from you soon.  Kind regards,  **Andrew Bridge** Director Briston Outsourcing Service Solutions  M: 0404 036 591 | E: andrew.bridge@briston.com.au |

This document has been generated with a **trial** copy of **PHPDocX**. Please, visit the **[PHPDocX website](http://www.phpdocx.com)** to buy the license that best adapts to your needs.