



Ways and Means Services List



EMAIL / DIARY MANAGEMENT - VIRTUAL EA SUPPORT SERVICES



Comprehensive diary and email management services:

- Organising all diary appointments – including accepting / declining / rescheduling as appropriate.
- Flagging emails in real time that need an urgent reply and assisting with responses.
- Picking up and carrying out admin actions from email requests.
- Setting up custom rules.
- Setting up and managing a colour coding diary system.
- Review diary up to 1 month ahead to forward plan and carry out any changes required.
- Help to collate / prepare any meeting papers and agendas in advance for diarised meetings.

How can this service help you?

Trying to keep on top of your busy inbox and calendar can easily become overwhelming. With our expert support we take that pressure off of your shoulders. From organising your appointments and flagging urgent emails in real-time to assisting with responses, we keep you on track to ensure nothing falls through the cracks.

We streamline your schedule, handle administrative tasks directly from email requests, and even set up custom rules and color-coded systems to keep you fully organised. We also proactively review your diary up to a month in advance, allowing you to stay ahead of your commitments, and ensure all meeting materials are ready in advance.



TRAVEL AND LOGISTICS CO-ORDINATION



Comprehensive travel and trip planning including:

- Researching and booking all UK & International business travel.
- Booking all travel & hotels and adding full details to the diary.
- Providing full travel itineraries and co-ordinating with other attendees.
- Preparing visas and other travel documentation where required and advising on any vaccinations and travel advice necessary.
- Online flight check-in services and providing digital boarding passes (sent via email or direct to phone).
- Booking cars / other travel means during trip.

How can this service help you?

Coordinating travel can be time-consuming and stressful, but we're here to handle it all for you. From researching and booking both UK and international business travel, to securing hotels and adding full details to your diary, we ensure every aspect of your trip is seamlessly organised.

We prepare detailed travel itineraries, coordinate with other attendees and take care of essential travel preparation such as visas and vaccinations. We can assist with online flight check-ins, digital boarding passes, and even arranging cars or other transportation during your trip.

By managing the logistics, we take the hassle out of business travel, allowing you to focus on the purpose of your trip while saving valuable time.



FINANCE ADMINISTRATION SUPPORT



Administrative finance support including:

- Raising invoices.
- Collating & filing all expense receipts.
- Setting up new clients on current invoicing systems.
- Keeping track of outstanding payments and chasing outstanding debtors
- Keeping on top of all monthly finance tasks.
- Working directly with the company accountant to ensure all required tasks are completed.

How can this service help you?

Managing financial tasks can be one of the most time-consuming and complex in any business. Our dedicated support helps simplify the process. We can handle essential duties such as raising invoices, collating and filing expense receipts, and setting up new clients in your invoicing system.

We can also keep track of outstanding payments and diligently follow up with debtors. We can also stay on top of all monthly finance tasks, working closely with your company accountant to ensure everything is completed accurately and on time.



*** NEW SERVICE FROM NOVEMBER 2024*** : SOCIAL MEDIA SUPPORT



- Create and schedule posts across platforms.
- Engage with your audience and manage comments and direct messages.
- Design graphics and visuals for posts (using tools like Canva).
- Work with you to develop social media strategies tailored to your business.

How can this service help you?

Our social media services are designed to take the stress out of managing your online platforms.

We can create and schedule tailored posts across your preferred channels, ensuring your brand consistently communicates with your audience.

We can save you time by actively engaging with your followers and manage comments and direct messages, ensuring there is consistency around your brand.

We can also design eye-catching graphics and visuals using tools like Canva, enhancing the appeal of your posts and increasing engagement.

Working with you, we can develop customised social media strategies that align with your business goals.



OTHER BUSINESS ADMINISTRATION & OPERATIONS SUPPORT SERVICES WE OFFER



OPERATIONAL

- Managing day-to-day client / customer communication and queries.
- Onboarding new associates / employees and managing processes.
- Helping to draft company policies and procedures.
- Setting up and maintaining online filing systems - e.g. Dropbox.
- Supporting with company meeting and board papers (inc. agendas etc).
- Setting up and managing new company systems processes.
- Setting up surveys and feedback forms – including sending links and generating QR codes.
- Project support.

ADMINISTRATIVE

- Audio transcription services.
- Data entry services.
- Market research support.
- Presentation support – Creating, amending and updating.
- Proof reading
- Designing brochures, documents and flyers (using Canva).
- Other document creation and preparation (including first drafts for review, editing, formatting and proof reading).

How can this service help you?

Whether it is implementing and managing new systems or assisting with managing day-to-day client and customer communications, we are here to help you with all of your general business operational needs. We can even even set up surveys and feedback forms to gather valuable insights from your team and clients.

We also offer more corporate services such as helping to prepare confidential board papers and agendas.



PERSONAL SERVICES



The below is just an example of what we can support you with:

- Cooking vehicles in for MOT's, services and any repair works, including setting early annual diary reminders.
- Organising personal appointments (from plumbers to hairdressers)
- Making reservations.
- Organising childcare arrangements.
- Gift buying: Researching, providing shortlist and purchasing gifts.

How can this service help you?

In addition to our professional support, we offer Personal Services designed to simplify your life and free up your valuable time.

Whether it's booking vehicles for MOTs, services, and repairs—complete with early annual diary reminders, scheduling personal appointments or gift planning and purchasing, we take care of the details.

Our support also extends to organising childcare and family arrangements, ensuring that your family's needs are met with care and attention. By entrusting us with these personal tasks, you can enjoy peace of mind, knowing that your day-to-day life is managed efficiently, allowing you to focus on what truly matters.



We are always adding new skills and expertise to our remit.

If you are looking for a task or service that you cannot see here, please do let us know and we would be delighted to discuss.

Please contact:

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