



GRANTED

BUSINESS SOLUTIONS

CALL US ON:

LANDLINE:

01555 445923

MOBILE:

07856 425291

About:

Bespoke Virtual Assistant service, tailored
to your individual needs

Whether you are a start-up, an existing business or a private
landlord, we are here to shoulder the burden of administrative
tasks so you can focus on the core of your business.

Services:

- Virtual Assistance
- Database Set Up & Management
- Email & Diary /
Calendar Management
- Call Answering Service
- Travel Planning & Management
- General Admin /
Office Management
- Private Landlord
Services - no monthly fee
- Financial Analysis /
Budgeting and Planning

info@grantedbusinesssolutions.co.uk

www.grantedbusinesssolutions.co.uk