



Administration

Organised people there to get the job done!

Sales & Consulting

Focusing on results in your marketing place and how you are going to get there.

Wages, PAYE & GST

All your onsite & offsite office requirements.

Accounts Payable

On time!

Ph (09) 296 1333 **Fax** (09) 296 1433 **Email** info@adminoncall.co.nz
Postal PO Box 72597, Papakura 2244 **Website** www.adminoncall.co.nz

For all your onsite and offsite office requirements

Our Services

- On call for your office and administration needs. We will either work from your office or offsite.
- We can work in or out of standard office hours depending on your requirements.
- Using your existing systems or working with you to develop a system best suited to your business needs.
- Admin on Call will communicate with you, so you know exactly where things are.
- With Admin On Call being on contract, you don't need to worry about employee costs. We are available when needed.

PO Box 72-597, Papakura 2244
Ph: 09 296 1333 Fax: 09 296 1433
Email: info@adminoncall.co.nz website: www.adminoncall.co.nz



How it Works

- A meeting to discuss your requirements.
- Have a look at your existing systems and help you to establish an easy transition.
- Create an action plan of when and how Admin On Call will handle your requirements.
- Determine if you would prefer Admin On Call to work from your office or offsite to save overhead costs with space, phone calls etc.
- Discuss a reporting system so you will know exactly what has happened throughout the process.
- A follow up meeting when necessary to reassess and create an action plan for the next period.

Profile

With a background in Administration and Sales we know how to get things done while still maintaining a relationship within your team and your clients which is very important in New Zealand Business. Having dealt with both the commercial and domestic sectors we understand the requirements to get results.

Core Values

Honest:	Honesty to you and your clients.
Confidentiality:	Of your business and your clients.
Commitment:	To work closely with our client to understand exactly what is required and follow that through to completion.
Friendly and positive attitude:	To retain a friendly and positive attitude to you and your clients in a professional manner.
Communication:	Regular contact with you and/or your clients so everyone is fully aware of our communications. All liaisons to and from your clients will be fed back accordingly.



Admin On Call - Terms of Trade

You will be invoiced monthly on an hourly rate based on work completed from the previous month.

Payment terms of 7 days following invoice directly to the following bank account:
Please Note: Late payments will be subject to penalty interest plus collection costs.

Account Number: 12 3031 0202709 02

GST registered and that number is 45-147-614.

Cost: \$55 +gst per hour

- Plus, an additional set cost for any Email/Fax/Postal campaigns depending on the volume.

Please Note: Any material, database purchase and mobile costs will be on-charged.

This will cover all offsite costs including all office expenses such as national calls.

Please complete the following as confirmation of this contact.

I _____ From _____
(Full Name) (Full Company Name)

Have read and understood and agree to the above terms of trade.

Signed: _____ Date: _____

How did you hear about us: _____

Billing Details:

Company Name: _____

Accounts Contact: _____

Email Address: _____

Contact Phone: _____ Mobile: _____

Postal Address: _____

Order Number: _____

Physical Address: _____

Commencement Date: _____

(When would you like Admin On Call to start?)

PO Box 72-597, Papakura 2244

Ph: 09 296 1333 Fax: 09 296 1433

Email: info@adminoncall.co.nz

website: www.adminoncall.co.nz