

# Spring has Sprung!

## Is your office in need of a **Spring** clean?

- Is that staff handbook, the one you've been meaning to tidy up, now in need of desperate TLC?
- What about those precedents/styles that haven't been updated in years? Still using the old fashioned Times New Roman typeset? Unsure of automatic numbering? Not got round to cross-referencing clauses with your index page?
- Have you always intended to have a basic online presence? Then why not consider a brochure website; easy to put together and easy to manage.
- Disorganised with your staff's annual leave requests? A simple colour coded Excel spreadsheet should fix that.
- Is Spring annual leave causing a backlog of work? Then why not send your dictations and copy typing to me for a quick and efficient turnaround, keeping your workload up-to-date.
- Have you got a thousand and one flyers boxed up and ready to be slotted into a mailshot? Let me take them off your hands and have them collated in no time.

This is just an example of the tasks that require to be carried out to ensure the smooth running of an office. No matter how small or tedious the task, it still has to be completed.

With careful consideration and close liaison with you, I will ensure your required task is carried out to your exact specification and within an agreed timescale.

Instant overnight turnaround is available on request without the need to enter into a permanent contract, meaning you can immediately benefit from my skills and expertise on a simple as-and-when-needed basis.

**Don't** let your workload bog you down. Contact me at [info@louisewhiteVA.co.uk](mailto:info@louisewhiteVA.co.uk) or **0775 350 1846**.

Call today, while **Spring** is still in the air!