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BUSINESS ASSIST PROGRAMME

PROFESSIONAL ADVISOR PANEL

officesuites.ie has assembled a carefully chosen panel of **Solicitors, Accountants, Graphic & Web Designers, IT Consultants** and **Business Mentors** offering the **professional support** which businesses are likely to need in the course of setting up and operating a business in Ireland. All panel members are **highly experienced** in their respective fields and offer discounted rates for clients of officesuites.ie. *

Solicitors: Company Law, Company Formation, Shareholders Agreements, Franchising, Intellectual Property, Employment Contracts & Regulatory Compliance.

Accountants & Taxation Advisors: Revenue Registration, VAT and Payroll, Annual Returns, Compliance, Corporation Tax, Company Secretarial, Bookkeeping and general Taxation Advice.

Graphic & Web Designers: Branding, Web Design, internet marketing, eCommerce & Search Engine Optimisation.

IT Consultants: Email and Networking Solutions, Infrastructure & Maintenance.

Business Mentors: Particularly for the start-up enterprise - practical advice and guidance and contacts

For more information on the Professional Advisor Panel contact 01 4189976 or email info@officesuites.ie

* while care is taken in selecting panel members officesuites.ie its owners or stakeholders accept no liability in respect of advice given.

OFFICESUITES.IE HOTDESKING FROM €55 PER DAY*

Need temporary, additional or once-off Space for a once off project or for a busy time of year? **Hotdesking** is your answer. A single fully enabled workspace for periods as short as one day – Fully **equipped workstation**, instant phone & broadband **connectivity** and access to our officesuites.ie **business community**.

For more information on hotdesking contact 01 4189976 or email info@officesuites.ie * Phone & BB additional €20. Price excludes VAT.

VIRTUAL PA & CALL ANSWERING SERVICES

officesuites.ie has partnered with Kendlebell for **virtual receptionist facilities** to provide an exceptional **Virtual PA** and **personalized call answering** service. Clients are assigned **personal PA's** who get to know you, your business and your regular customers. Kendlebell will answer your calls in your company name and **relay messages immediately** to you in your required format (text, email, fax etc.) plus an end of day summary. In addition, Kendlebell can take your calls and **patch them through** to your required contact.

For more information on call answering contact Tom Shanahan on 01 8134552 or email tom.shanahan@kbell.ie