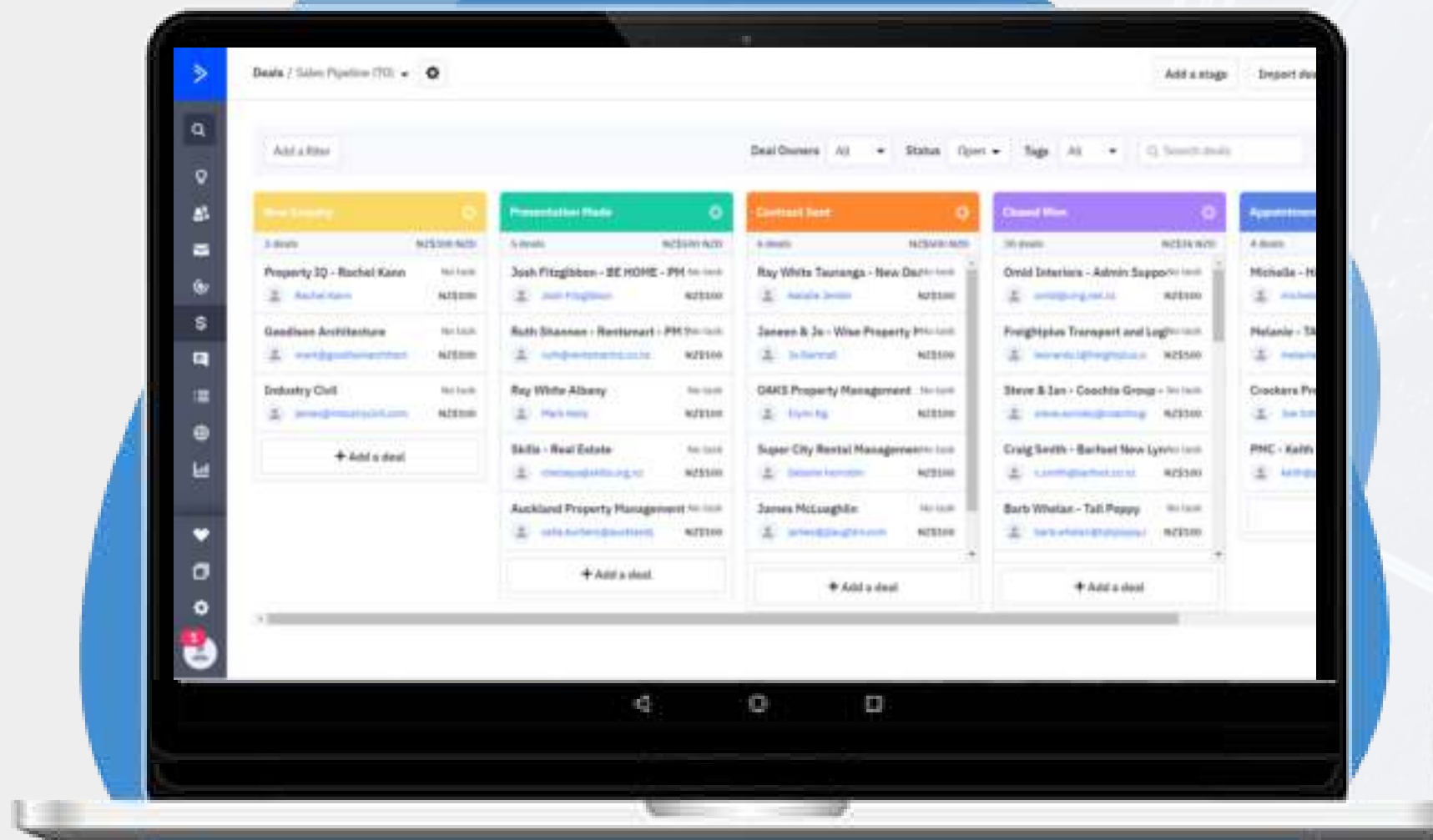


# NEED AN EXPERT? DELEGATE YOUR ADMIN

AUTOMATION & DELEGATION FOR SUCCESS





# Play to your strengths, Delegate to the experts!

## Want your time back?

Delegating your admin means you can outsource your daily tasks to local or offshore experts! Most of us don't have time to train or handhold someone new, but **ManageMe** staff are proficient with most CRM systems, as well as being Xero certified, creating a seamless "plug-and-play" service for your business.





# Admin Automation

These days, your CRM should help manage your pipeline of deals and each stage of the sale, while nurturing your prospects with marketing automation.

You should expect it to feature:

- automated customer and prospect journey (email automation)
- sales pipelines and deal stages (with automation)
- tags for custom reporting, custom dashboard, data at a glance
- facilitate all your new business campaigns
- track and signal buyer interactions

**But what if you could delegate much more?**



activecampaign.com



salesforce.com



hubpot.com



activepipe.com



zoho.com



monday.com

# Admin Delegation

Delegating your admin, allows you to outsource each task to an expert locally, or offshore!

Save your energy, and spend more time with your customers, by leaving the monotonous tasks with a team who already understand your procedures, and can handle the job with skill.

**Here are some things you can delegate:**



Timesheet Management



Xero Integration & Management



Accounts & Billing



Handling Inquiries



Quotes & Invoices



Entering Jobs



Payroll & Reporting



Marketing & Sales Support

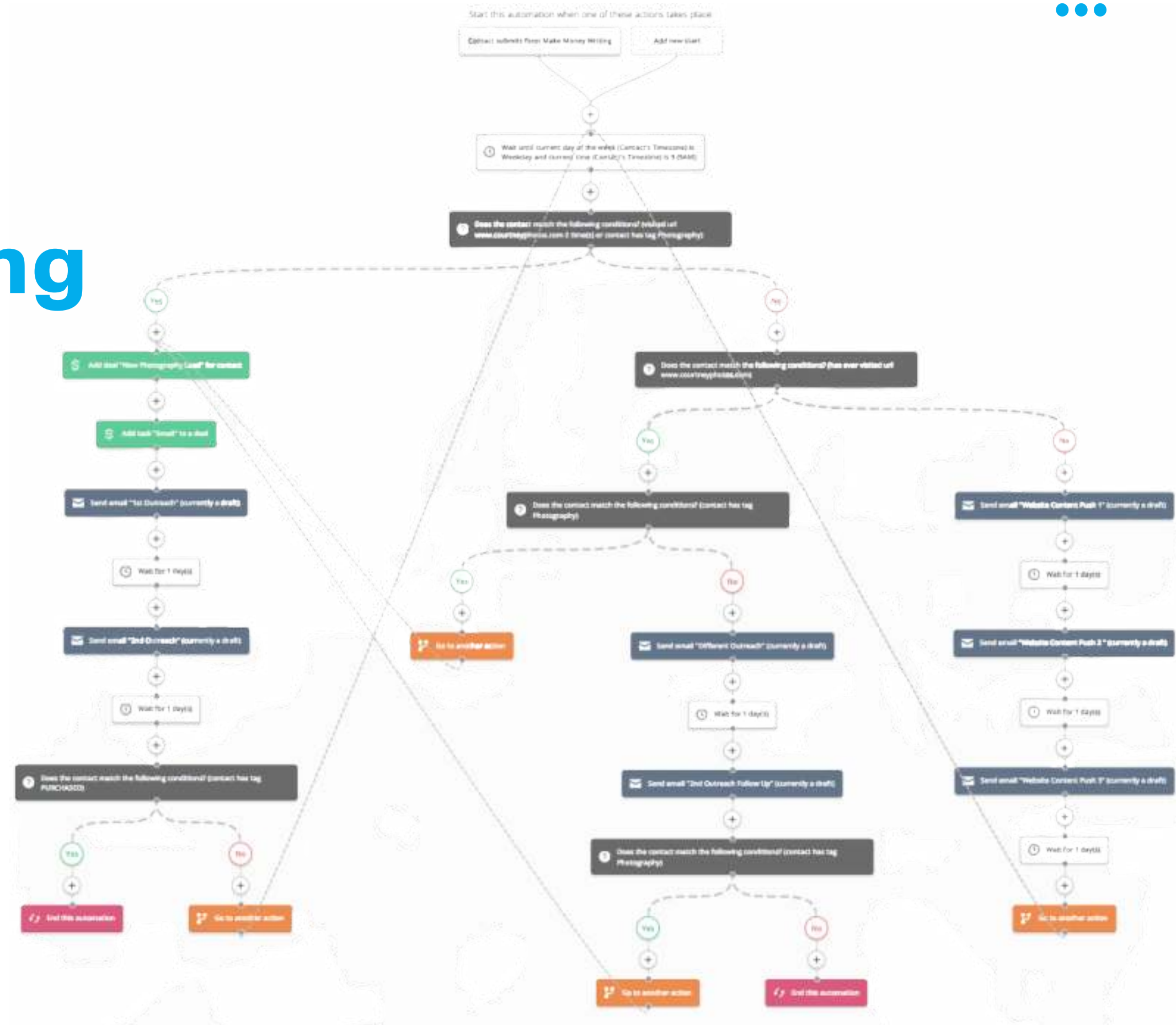


Social Media Management

# Sales & Marketing Automation

The key to getting your automation on point is by mapping out exactly the journey you expect your prospects and customers to experience and check your current setup has the capacity for it.

You will need a decent CRM like Activecampaign, Salesforce, Vault, or Hubspot to truly automate your marketing and sales experience.

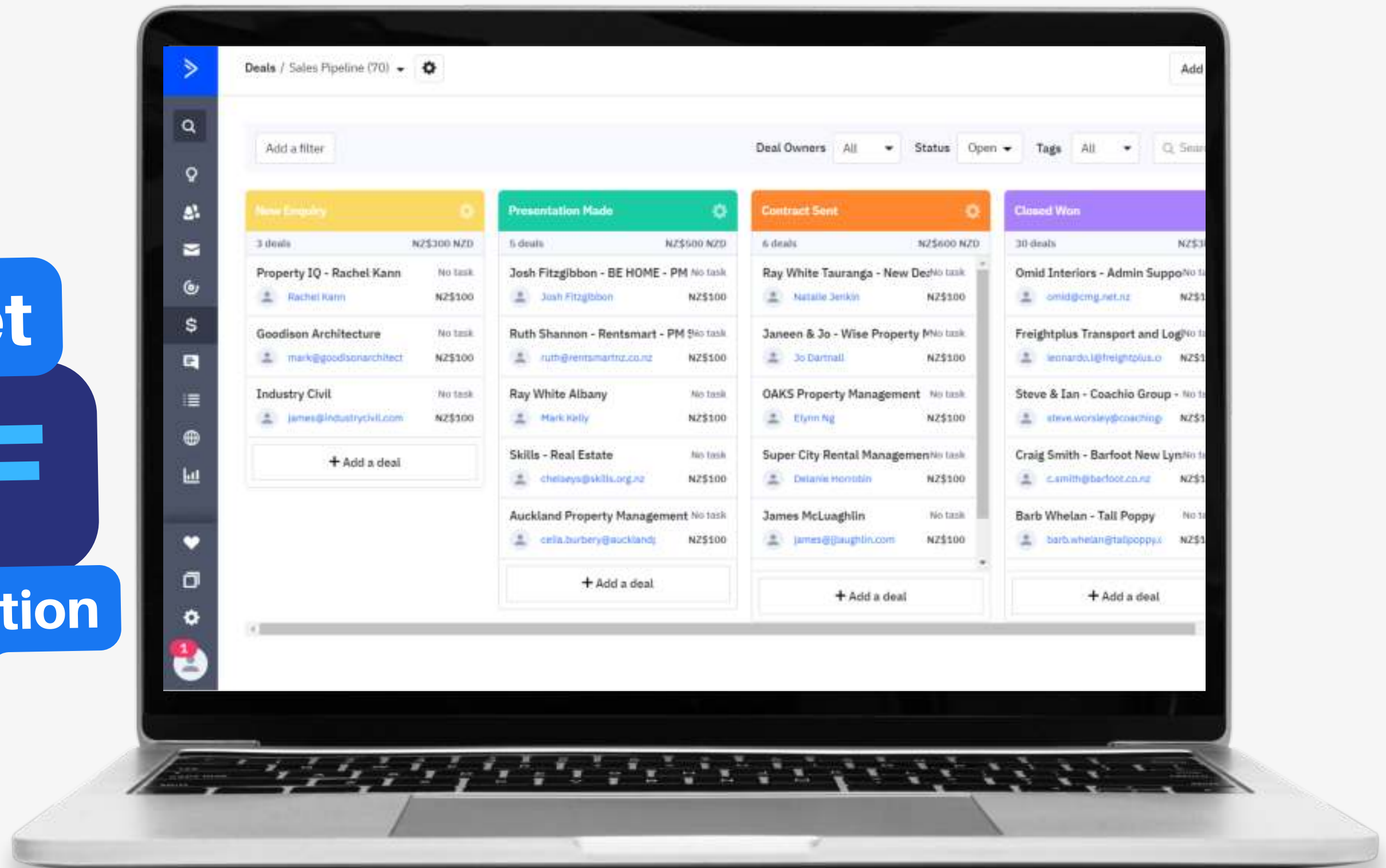




Talk to us to get

10% OFF

your monthly subscription  
with ManageMe



ActiveCampaign >  
Partner

Active Campaign is a powerful CRM, that  
automates your customer & prospect journeys!



# Sales & Marketing Delegation

ManageMe offers local or offshore customer service and sales support, marketing, and social media management, without the commitment of a full-time staff member.

Sales support staff can manage your sales pipelines, templated communications, and customer service needs, as well as create regular content across all your social platforms and databases.



# Bookkeeping Delegation

There's already so much to do, and if you're growing your business, you know that you will need someone you can trust to manage the daily transactions.

Virtual bookkeeping saves you a world of hassle and makes a convenient and cost-effective solution to managing your everyday accounts.





 xero

**FREE  
XERO AUDIT\***

**Check your account  
setup, postings, coding  
& automations**





# Why consider outsourcing?

Adding a new team member is a big call but it can also be an inspired move, gaining access to skilled resources and giving your teams support and the ability to grow.

Some of the common signs that a business could use our services:



**Staff under pressure**



**Can't complete daily tasks despite everyone working overtime**



**Feeling bogged down with paperwork & data entry**



**You want to scale your business & manage more jobs**



**You can use the support, but don't need someone full-time.**



**You want to streamline & automate as much as possible**



**Customers complain about delays**



**Too much time spent on low value activities**



**Your time could be better spent with the customers**



**You want greater insight to your company's performance**

Get professional admin  
support from only

**\$350** <sup>+ gst</sup>  
per week

# Get Support

- ✓ Quotes & Follow up
- ✓ Invoicing & Accounts
- ✓ Job Management & Scheduling
- ✓ Billing & Accounts
- ✓ Time Sheets & Payroll
- ✓ Xero Bookkeeping
- ✓ Marketing & Social Media







# Contact Us

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Twitter

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LinkedIn

[www.linkedin.com/company/managemenz](http://www.linkedin.com/company/managemenz)