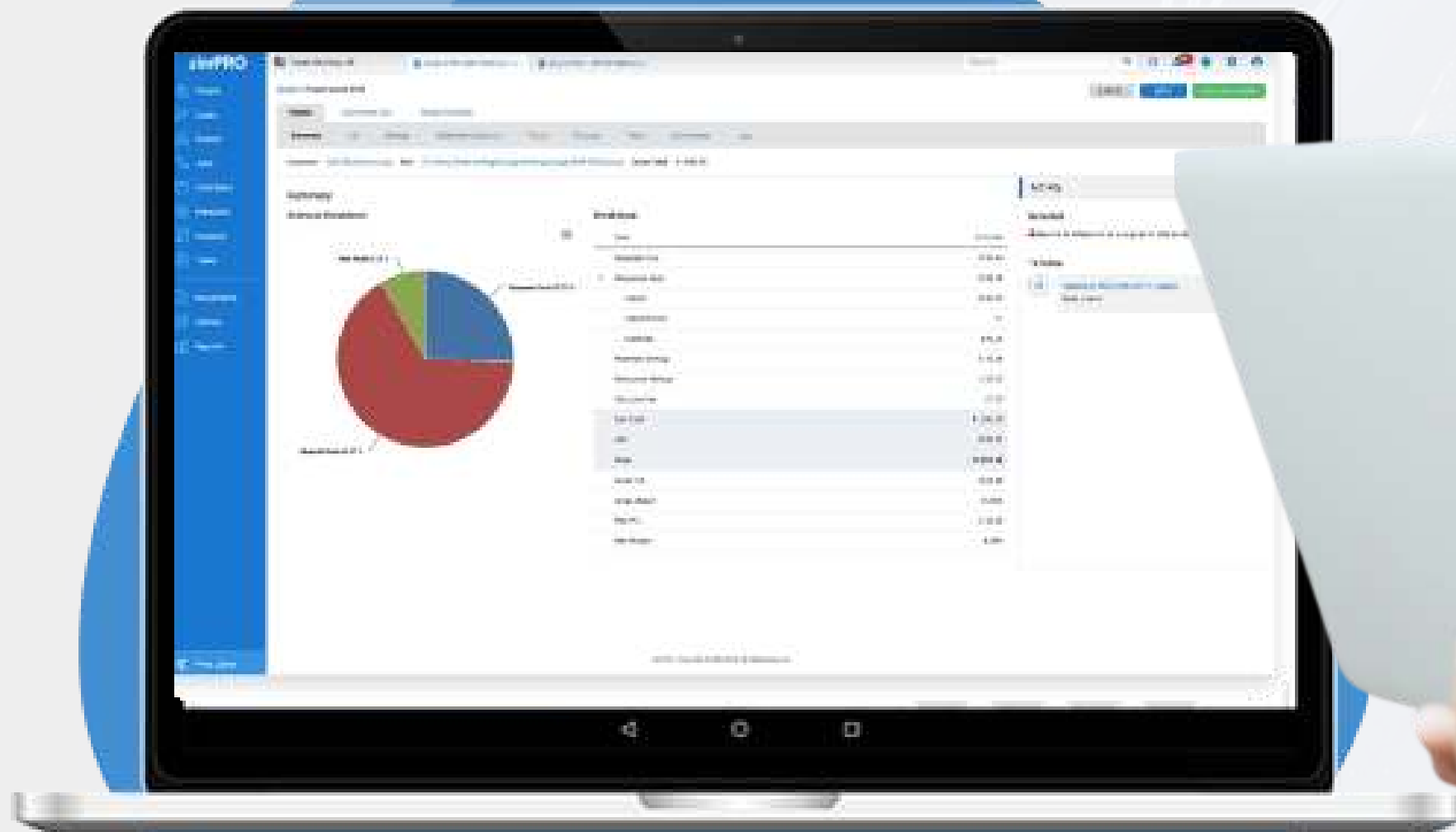


# NEED AN EXPERT? DELEGATE YOUR ADMIN

TIPS FOR GROWING YOUR TRADE SERVICE

 **ManageMe**





# 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 job management systems, as well as being Xero certified, creating a seamless "plug-and-play" service for your trade services business.





# Admin Automation

Your job management software probably features some basic automation to support:

- automated quote & invoice follow up templates
- store customer contact data, and project information

Additional apps can integrate, and:

- manage timekeeping
- gain reviews and referrals
- project, compliance & contract management

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



simprogroup.com



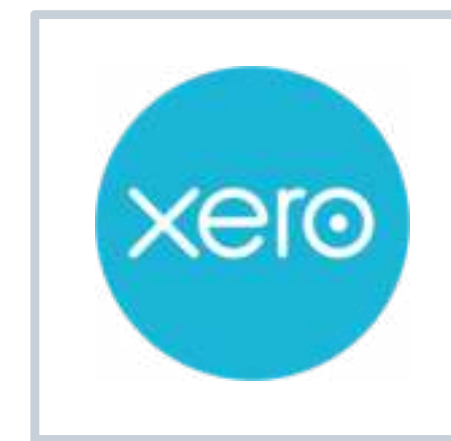
nextminute.com



tradifyhq.com



fergus.com



xero.com



buildxact.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 clients, by leaving the monotonous tasks with a team who already understands your procedures, and can handle the job with skill.

**Here are some things you can delegate,  
and it's easier than you may think!**



Timesheet Management



Xero Integration & Management



Accounts & Billing



Material Orders



Handling Inquiries



Quotes & Invoices



Entering Jobs



Reporting

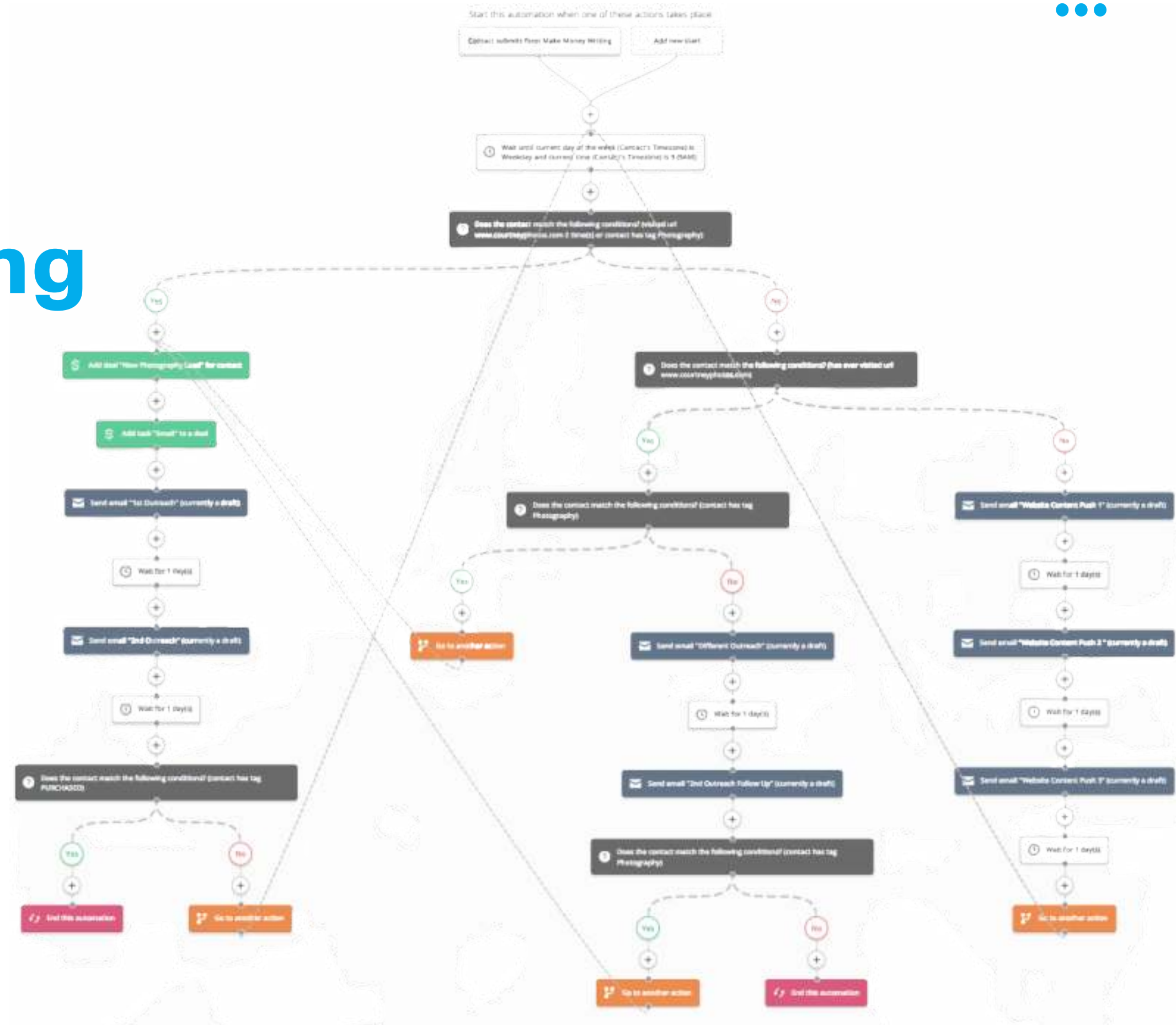


Payroll

# 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.

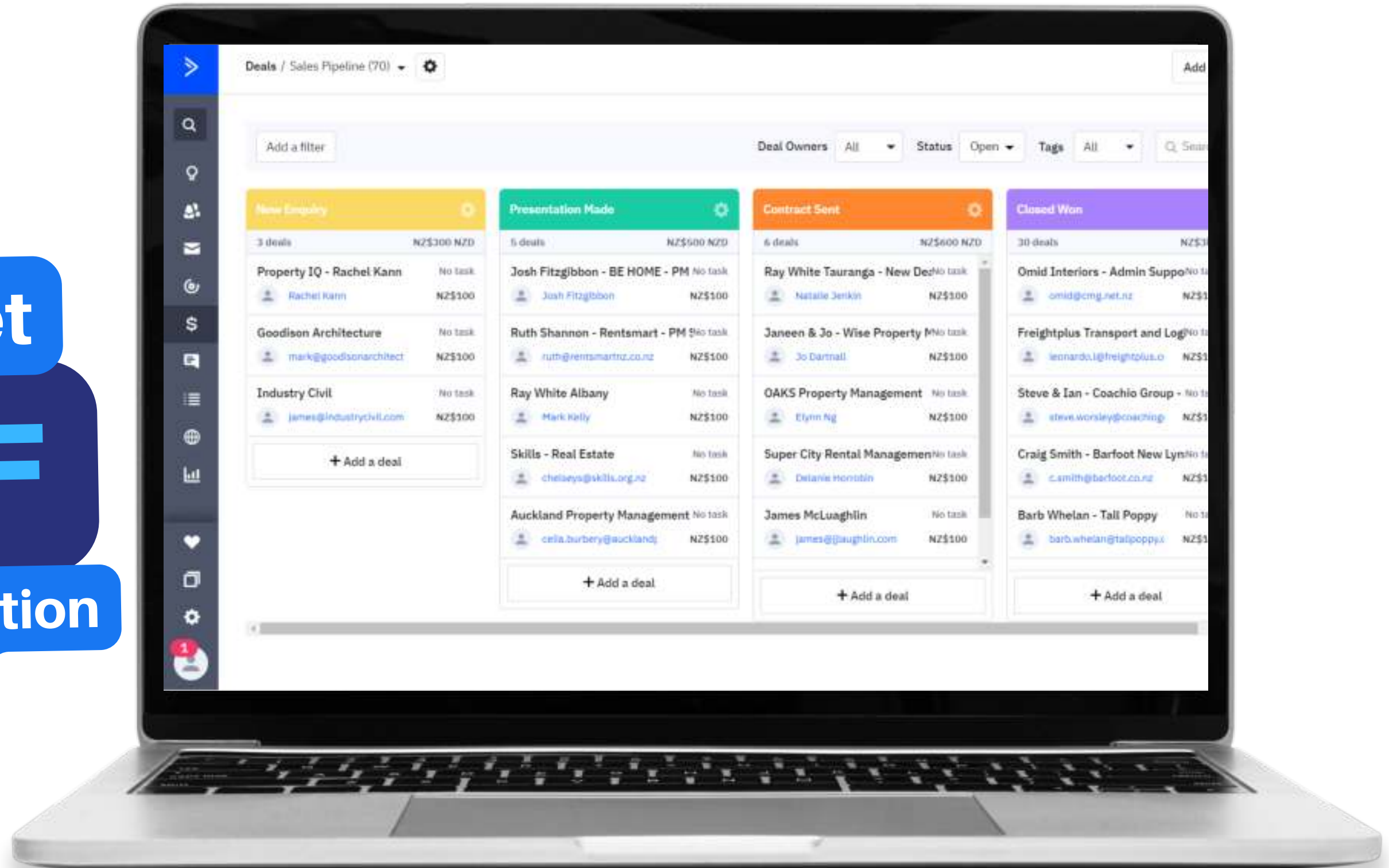
You will need a decent CRM like Activecampaign, Salesforce, Vault, or Hubspot to truly automate your marketing and sales experience.



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**



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



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



**Customers complain about delays**



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



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



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



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



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



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

Get professional admin  
support from only

# Get Support

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

- ✓ Quotes & Following up
- ✓ Invoicing & Account Management
- ✓ Job Management & Scheduling
- ✓ Billing & Accounts
- ✓ Time Sheets & Payroll
- ✓ Xero Bookkeeping







# Contact Us

For more information

## Phone Number

0800 66 88 42

## Email Address

info@manageme.co.nz

## Website

www.manageme.co.nz



Facebook

[www.facebook.com/managemenz](http://www.facebook.com/managemenz)



Instagram

[www.instagram.com/manage\\_me\\_nz](http://www.instagram.com/manage_me_nz)



Twitter

[www.twitter.com/ManageMe\\_NZ](http://www.twitter.com/ManageMe_NZ)



LinkedIn

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