

Business Support Services

We offer a comprehensive suite of Business Support Services, designed to reduce admin stress and tick off your to-do-list by outsourcing your administrative tasks.

Our add-on services include on-demand help for IT, office maintenance, or administrative support.



Tailored

Whether you're a solopreneur or leading a team, our support services are customisable to meet your unique business needs. From IT troubleshooting to administra-



Flexibility

Our services are available on a pay-as-you-go basis, through block bookings, or as regularly



Expert

Our Fitzrovia studio-based team can handle your day-today tasks efficiently and professionally. From diary management to

Our business support services include:

- Diary management
- Secretarial support such as
 - Typing letters and reports
 - Filing and collating information
 - Organising or scheduling meetings
 - Booking travel and accommodation
 - Timesheet and expense completion
 - Diary management
- Database or project record auditing and updating
- Project set-up
- Event planning and event support
- Research
- General ad hoc admin support

Costs

Discounted rates are available in block bookings or regularly scheduled support time.

Our pay-as-you-go option is available at a rate of £10 per hour. This option allows you the flexibility to access support as needed, without any long-term commitments.

If you have any inquiries about how we can support you and your practice, please get in touch at info@thebuildingsociety.org