

Administration Management

Administration management services are useful business support tools:

- ◆ If you have a project to be completed but do not want to employ an extra full time member of staff;

OR

- ◆ When your organization requires support through peak times.

Alternatively,

- ◆ When a client requires irregular assistance.

This is where Brimecome-Mills may help...

Price List

Newsletters & Company Updates	£12.50
Report Generation – proposals, collating research projects	£14.25
File Management, Documents & Correspondence	£10
General Administration & Clerical Duties	£10
Online Media & Networking – managing Facebook & Twitter pages	£10

Prices per hour, excluding VAT

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