

Process Design & Re-Design

The office is growing, more people are working, and more customers are coming in. But the paperwork is piling up, calls seem to get routed 3 different ways every time, and there is no time to figure out how things should be done. If this sounds familiar, give us a call.

With experience running offices from 2 employees to 200, we've seen it, and done it. Your processes will be audited, documented, improvements summarized, and implemented. We will report to you, as often as you like; doing it on a budget of money and time that fits your schedule, and in no time, your office will run like a Swiss watch!

Our process design & re-design services include:

- Review of your administrative processes and practices
- Design or re-design of your processes as needed
- Working with you to develop new administrative processes as needed
- Assistance in refining those existing processes so that your business will run more effectively and help you reduce costs
- Provision of easy-to-read and understood documentation for your new and existing processes
- Training for your staff in processes so that your business runs consistently and efficiently – thus saving you time and money!

With these services, you will find yourself with the time to do the things you got into business to do – make money!