

## Camel Chat

Issue 2, February 2009

### Is your admin giving you the hump?

- Do you spend hours doing your own admin?
- Do you present information to clients that you wished looked more professional?

Is your answer YES? I can help with a **no obligation chat** about how you can free up your time to allow you to focus on the things that make you money.

I can set up **easy to use templates** that can be adapted to suit your clients' or your own branding needs. I can also help you to use these templates. You will soon be able to **create your own professional looking documents**.

I will recommend and set up templates and procedures that **will free up valuable time** to chase up those ever so important new clients. And of course don't forget those already loyal to you!

**My consultation is FREE – what do you have to lose?**

**Ring me now!**

**0796 222 5304**



#### From this....



#### to this....



### Call answering service

- Have you just missed that all important call from a potential new customer?
- Will they call back or will they call a competitor?

Take steps to ensure you get the opportunity to convert ALL your calls.

Working closely together with colleagues at **Kendlebell** in Cheshire, you can now take advantage of a variety of call answering packages to perfectly suit your business.

**Relax in the knowledge that your calls are answered every time.**

All of the call answering packages available include:

- 2-3 named Receptionists who work as part of your team.
- Every call answered in your company name.
- An inclusive amount of messages which are relayed to you immediately by your choice of SMS, email or fax.
- End of day summary email or fax which details every message you have received on that particular day.
- FREE full access to your own 'out of hours' personalised voicemail service.
- Flexibility to change packages each month to suit anticipated message volume.

**Kendlebell** guarantee to answer 95% of all calls within 5 rings.

**Not sure? Take advantage of a FREE trial.**

To find out more visit...

[www.theeighteenthcamel.co.uk/support.php](http://www.theeighteenthcamel.co.uk/support.php)

#### REMEMBER TO GET YOUR DISCOUNT NOW!

##### Need support?

Take advantage of my **20 %**

**Introductory Discount** if services are booked before **28 February 2009?**

##### An existing customer?

Take advantage of my **10 % Discount** if services are booked before **28 February 2009.**

##### Call me on

**0796 222 5304**

to discuss your requirements.

Kim Tomlin t/a  
the eighteenth camel

### Challenge | Achieve | Maintain | Enhance | Learn

"Excellent detailed analytical work and production of reports summarising the analysis. Excellent liaison with us about how to tackle analysis and structure the reports. Excellent time-keeping in meeting deadlines."

[The Hine Consultancy](http://www.hine-consultancy.co.uk/what/what.htm) (www.hine-consultancy.co.uk/what/what.htm)

More client testimonials.....[read here](http://www.theeighteenthcamel.co.uk/clients.php) (www.theeighteenthcamel.co.uk/clients.php)

Project Management/Administration | PowerPoint Presentations |  
Document Design | Coaching | Research | Event Management | Proofreading

See website for more details of services available

[www.theeighteenthcamel.co.uk](http://www.theeighteenthcamel.co.uk)

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or call **0796 222 5304**

Visit [www.theeighteenthcamel.co.uk](http://www.theeighteenthcamel.co.uk) for further information.

