

The Complete Business Administration Solution

What are the benefits of using Bizpro?

There are many advantages to using Bizpro Ltd. With no staff overheads such as tax, national insurance, pension to pay we can save you time and money. We also provide our own equipment, paper, envelopes etc.

Our out of hour's availability means we can be there when you need us.

Can I meet you first?

Bizpro Ltd is committed to providing a first class service to its clients and would be happy to arrange an appointment for an initial consultation. Currently we are not able to accommodate personal visits to the office of Bizpro Ltd due to insurance regulations.

How do I contact you?

Full contact details can be found on our website, www.bizpro-ltd.com. Once you have submitted work to Bizpro, the full contact information of your assistant will be emailed to you.

Do you limit the size of assignments?

No, all assignments are completed to the same professional high quality standard.

The service I want isn't listed; does that mean you don't do it?

Of course not! Let us know what you are looking for and if we are unable to assist, we will assist you by finding someone who can!

How can work be delivered / collected?

Work can be delivered / collected by courier, post, email, and fax, whichever option is easier for the client.

What are my guarantees?

All assignments are carried out in complete confidence and within agreed timescales. Bizpro Ltd is happy to sign a confidentiality agreement supplied by the client. We aim to supply a first class service to our clients, in the unlikely event you are unhappy with the service received, Bizpro Ltd will rectify any errors free of charge.

How much does it cost?

Our rates start at £25 per hour, and are exclusive of VAT & Disbursements. Please contact us for further information and an up to date price list. Our minimum charge is 1 hour, and unless previously agreed, assignments are charged by the minute using 'TraxTime'.

Electronic timesheets are submitted with the invoice. For a more cost effective approach, discounted retainer rates are available. Please contact us for more information

How do I pay?

We accept cash, cheque or bank transfer.



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Are there any hidden costs?

No. All assignments are quoted and agreed by the client prior to commencement. Mileage and Disbursements will be priced separately. Bizpro will not increase any quotation without the prior written consent of the client.

What are your hours of business?

Our standard operating hours are 9.00am - 5.00pm Monday to Friday, however, in order to provide our clients with the ultimate service, we can be flexible to include evenings and weekends by prior arrangement.



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Bizpro Ltd registered in England and Wales Registration number: 6017025
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VAT Registration number: 897 4739 47.
Data Protection Registration number: Z1171682