

typing?!?! **CONFUSED** staying back to
confusing finish paperwork
contracts how can I keep **can't** find a
 up **WITH** my **job** Lose
deadline? **ALL** my
MISSED documents
 unfair ...too many disputes
 terms and **Can't negotiate**
 conditions should I still be the
 disputes one **THE**
NO TIME!!! to type
FOR MATES notes from our meeting?
FOR FAMILY Notices Bills Notes
 Where did i put that certificate?
LOST PERMIT Expensive
 missing files and lawyer
 Can't focus **RUINED** fees
 on building **REPUTATION**
 Can't speak up to subbles
 Filling out forms again
 and again and again...
 can't monitor project **help wanted**
NOT ENOUGH TIME not enough
 Need to manage cash flow men to do
PAPERWORK

KEEP YOUR
 PAPERWORK
ONTRAC. →



CONTRACTS SPECIALIST.

Level 1, Unit 7, 11 Lord St.
 Botany, NSW, 2019

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Your
 Back-Office
 Solution



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 PAPERWORK
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CONTRACTS SPECIALIST.

Back-office Services for the Construction Industry

Contracts Specialist keeps your paperwork on track, so you can focus on completing your projects and building relationships.

We have the solution to clean up the back-office clutter and best of all, reduce disputes and disasters.

Gain access to resources you wouldn't normally have at a reasonable cost. Enjoy specialist assistance for Legal, Finance, Sales, Marketing, Secretarial and Project Administration. We can free up your time, save you money, give you peace of mind, and best of all, help you gain the competitive edge.

Contracts Specialist is your partner for success.

Services

Bogged down with paperwork?

Our solutions will help you stay on track.



Sales and Marketing

Grow your business and get the competitive edge. We can help you find jobs, prepare tenders and develop your brand.



Legal and Compliance

Don't get caught out with confusing terms and conditions or failing to meet compliance requirements. We can take care of them for you.



Project Administration

Stay on track of your project. Ensure you receive what you legally should. Let us help you with your project administration, notices and claims.



Secretarial Support

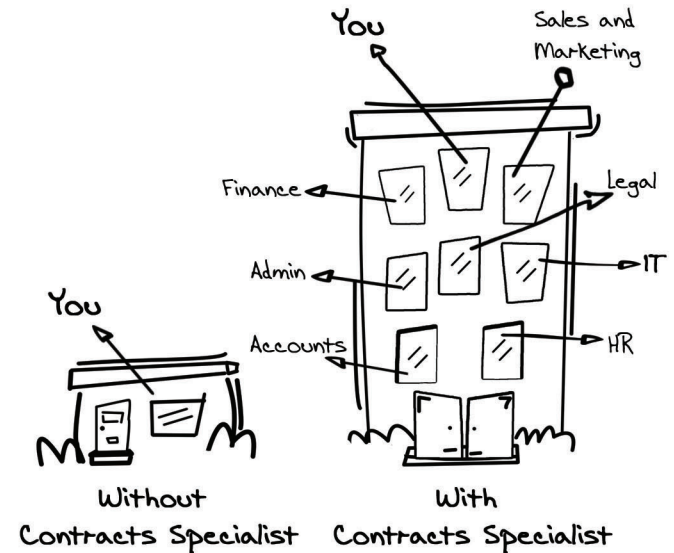
Don't waste your valuable time with secretarial work. Leave the filing and organising to us!



Accounts

Manage your accounts. Let us take care of your receivables and payables for you.

Get the Competitive Edge



You don't have to be a big business to experience big business benefits. We give you access to big business technology and resources at a fraction of the average cost.

**WE'RE YOUR
BACK-OFFICE
SOLUTION**