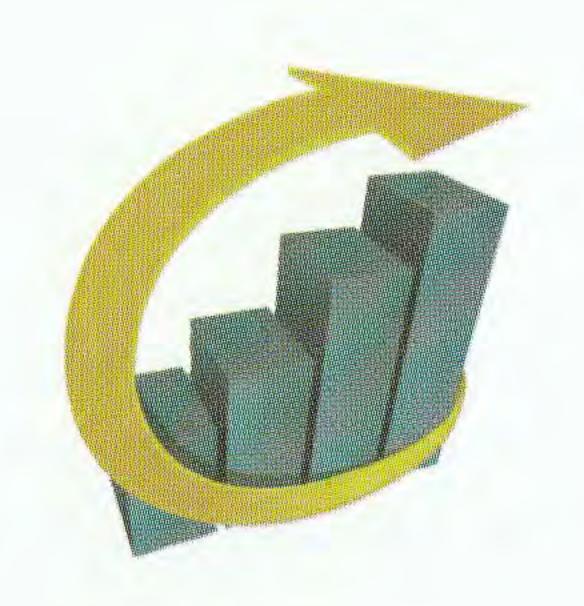
## I REE No Obligation Initial Consultation

Call us today!
N: 0450 503 003

### Business Excellence Consultants P/L

0450 503 003

www.businessexcellenceconsultants.com.au



# COST EFFECTIVE FFFICIENT TIME SAVING

TAILOR MADE SERVICES

DRIVING PERFORMANCE USING YOUR OWN
IN HOUSE TOOLS

#### SPECIALISING IN:

optimising business performance business support & coaching office management & administration accounting bookkeeping

WE LISTEN, COACH & SUPPORT

UNLOCKING YOUR BUSINESS OPTIMAL PERFORMANCE & DISCOVERING EXCELLENCE IN YOUR INDUSTRY

We look forward to working with you and your team.

# Mobile Service Flexible Hours of Operation M: 0450 503 003

Day	Hours
Monday	9:00am - 5:00pm
Tuesday	9:00am - 5:00pm
Wednesday	9:00am - 4:00pm
Thursday	9:00am - 6:00pm
Friday	9:00am - 4:00pm
Saturday	By Appointment
Sunday	Closed

Postal address:
PO BOX 463
CAMPBELLTOWN SA 5074

www.businessexcellenceconsultants.com.au



### Business Excellence Consultants P/L

Customised Business Support & Coaching

For a FREE, NO OBLIGATION initial consultation, contact our team today!

M: 0450 503 003

E: enquiry@businessexcellenceconsultants.com.au W: www.businessexcellenceconsultants.com.au

"The difference between ordinary & extraordinary is that little extra" = Jimmy Johnson

About us:



Product Services Directory - Administration

Product Services Directory -Business Coach

Business Excellence Consultants' services are aimed at small businesses looking to optimise business performance.

We aim to assist and guide improvements to drive an increase in productivity and overall results.

We empower our clients to reach their true working business excellence.

Our approach is flexible - we customise our package to suit your business needs.

Our approach allows us to concentrate on what is really required.

We believe that business performance will undoubtedly improve once it has the opportunity to operate at its optimal level of productivity.

Want to find out more?

Call us today!
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#### ACCOUNTS RECEIVABLE:

invoicing
debt collection
process analysis
developing customised process/procedure
support
client support services

#### **ACCOUNTS PAYABLE:**

raising and matching purchase orders invoice matching payments simple & complex account reconciliation supplier support process analysis

#### PAYROLL

sheets
issuing of payroll statements
processing of payroll payments
end to end payroll reconciliation
payroll associated queries - both internal/
external stakeholders

#### **BOOKKEEPING**

proficient use of XERO & MYOB program establishing chart of accounts review, defining & developing systems, policies & processes

### BUSINESS PROCESS ANALYSIS, REVIEW & DEVELOPMENT:

analysis of accounting processes and payroll systems
development of customised processes development of customised, complex excel spreadsheets

#### **BUSINESS PROCESS IMPLEMENTATION:**

assistance to safely and smoothly implement business change to introduce improved productivity, cost savings and efficiency

A "NEEDS ANALYSIS" WILL BE CONDUCTED TO DETERMINE WHA IS TRULY REQUIRED FOR YOUR BUSINESS.

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