

List of RedRite Services

- Quickfile Setup & Management
 - Quickfile is a very simple accounting system that allows you to create invoices and keep track of payments made as well as purchases. Each client or customer is provided with their own login screen so regular customers can keep track of invoices you have issued them and what payments they have made. RedRite can get this just set up for you or can manage the issuing of invoices and tracking incoming payments.
- Appointment Scheduling
 - We can contact clients to arrange appointments, keep track of your calendar meetings and remind you ahead of time while also preparing any necessary documents. For both business and personal appointments.
- Spreadsheets & Word Processing
 - Whether it is data entry, report writing or contact databases, any aspect of spreadsheet and word processing can be taken on. From both hard copy and electronic copy.
- Client and Email Management
 - Offering quick and efficient responses to emails, website enquiries and various social media outlets. We can use either pre-made responses or handle them ourselves using your branding.
 - Keeping on top of leads and cold customers, assuring they are reminded on a regular basis you are still there and what you can offer them. This can be through marketing emails/newsletters/social media posts.
 - Tracking orders and client projects using various databases and systems to assure you know exactly who has ordered from you and what projects are still on going.
- Research
 - Using various search engines and business connections we can research anything you need. Information on competitors, licenses, legalities or even suppliers.
- WordPress Setup & Administration
 - Wordpress is a versatile website design system that although used mostly for blogs can also be used to create e-commerce shops, gallery websites and more.

- We can help set up your site, with themes, design layouts and content as well as keep it up to date on a regular basis, post information and product pages as needed.
- Website Development
 - Using HTML and CSS templates we can create a basic informational site for your clients to visit.
 - If you already have a website built we can monitor it using Google analytics, keep it up to date, make small changes and check for any grammar/spelling errors.
- Data Entry and Management
 - Client information, products, suppliers and even ongoing jobs. Each aspect of business that needs recording and tracking we can do. Using a variety of databases and CRM systems we can keep in top of it all so you do not have to.
 - We can record the data in such a way that it is easily accessible and searchable for quick use, especially in reporting.
- Social Media Management
 - One of the main advertising features of any job is their reach on social media. With so many different outlets available it can be a large undertaking, which is where we come in. We can get you set up, content arranged and in place for posting as well as monitor the results.
 - Using insights we can determine which posts are more attractive than others and if you are reaching your target market.
 - We hold a Diploma in online brand management and Social media marketing offering you the most up to date skills possible.
- Content Marketing Services
 - SEO Content provided for newsletters, blogs and other outlets to help get your business brand and its voice out to your consumers. Content can be used for websites, business descriptions on directories and in business brochures.
- Invoice Processing
 - Issuing correctly formatted invoices through various outlets including basic Word created documents and sending them to the recipients. We also keep track of all payments received associated to these invoices.

- Debt Chasing
 - If you are running out of time chasing owed money yet are not ready to hand it over to debt collectors then let us make some calls for you and organize repayment schemes to get you paid. If things do require further action we can get you in touch with a company who can support you in this.
- Quote Issuing and Chasing
 - Provided with service and product information we can reply to enquiries on your behalf with quotes and chase up their interest after a set period.
- Travel Arrangements and Bookings
 - We can research travel arrangements and provide you with a selection of the options suited to your specifications. Once agreed upon we can then place the bookings for you and place all the information together in a file for easy access.
- Audio and Copy Typing
 - Fast and accurate typing speed guarantee that any audio/copy typing that is required can be done with in a time frame that suits you and in a format set by yourself.

Please advise us of the hours necessary and your currency for an accurate quote.

If you need a service not listed please contact us to see what else we have to offer.

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