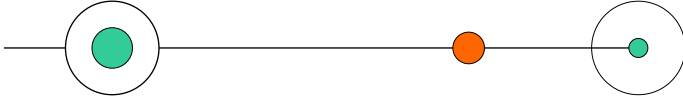
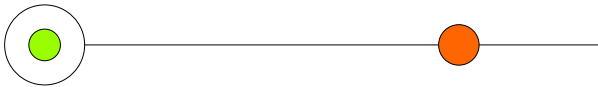


FUTURSERVE



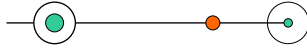
Business Support Services

info@futureserve.co.za



WHO WE ARE

Futurserve is a Port Elizabeth based company that has been operating nationally since 1998. The management team has extensive small business experience in both South African and international operations. The company is 100% compliant in terms of the BBBEE Codes of Good Practice.

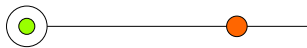


WHAT WE DO

Futurserve is a business support service company. In essence **our** core business is the provision of a range of services that support **our client's** core business but are **peripheral** to it.

Examples of this are as follows:

- Back office administration
- Bookkeeping and financial reporting
- Events management (from workshops and seminars to full conferences)
- National point-of-contact and query routing
- Payroll and statutory returns
- Website design and maintenance
- Field staff administration and co-ordination
- Credit control and follow-up
- Surveys
- Marketing programme implementation
- Agency services
- Database design and maintenance
- Publications and print brokering
- Mail management
- New business start up advisory service including structure, procedures, policies, infrastructure planning and systems



WHO WE DO IT FOR

Our target market comprises Small, Medium and Micro Enterprises (SMMEs), Non-Governmental Organisations (NGOs), professional associations, consultants and other independent professionals alone or in partnership.

We also work with international organisations that require a presence in South Africa.

WHERE WE DO IT

We work countrywide off or on site. Our head office is situated in the centre of Port Elizabeth.

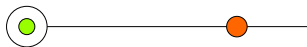


WHAT IT COSTS

We offer three different entry level pre-paid retainer packages as access portals to our service offerings.

The **Mini-Retainer** costs R 1 600.00 per month and gives access to 10 fully comprehensive person-hours of service inclusive of all routine peripheral costs such as basic phone and email interaction, postage and office consumables. Other expenses such as out-of-town subsistence and travel, multiple mail-shots or call centre surveys will be billed at cost. The **Midi-Retainer** is a similar 20 hour package priced at R 3 000.00 per month and the final access portal package available is the **Maxi-Retainer** which will provide 30 hours at R 4 200.00 per month. All prices exclude VAT.

Clients requiring more than the Maxi-Retainer on a regular basis will be able to enter into a full service agreement with us which will involve a combination of multi-disciplinary person-hour billing in a custom designed annual package.



WHAT ARE THE BENEFITS

Our clients are able to devote their time, resources and energy to their core business confident in the knowledge that their administrative and organisational support requirements are being professionally addressed by a dedicated and experienced team. Furthermore the proportional use of the exact skill mix required to accomplish the tasks leads to maximum cost efficiency which will be reflected where it counts – on the bottom line.



HOW WE DO IT

Contact us for a detailed disclosure presentation.

SA Futurserve CC

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