

Admin and Beyond, LLC

Getting Started Checklist

1. Consider your most critical needs.

What frustrates you the most?

What is most pressing?

What often goes unaddressed until it becomes a problem?

What gets pushed aside to address the, now critical, support issue?

What could be handled more efficiently by someone with the right skill set?

Can any of these projects, or ongoing support needs, be handled outside of the main office environment?

2. What problem are you trying to solve? It may be one small project or the functions of an entire department.

Administrative (select all that apply)

- General Office functions – whatever your in-house staff cannot do, does not have the time to do, or you do not have an in-house staff and hiring one at this time is not an option.
- “Road Warrior” Support for your on the road sales staff
- Event Support from planning, advertising, through registration and set up.
- Email Marketing from setting up and managing your account with Constant Contact through preparing, sending, and tracking. Emails, Surveys, Invitations.

Accounting (select all that apply)

- Daily data entry of Accounts Receivable and/or Accounts Payable
- Month End Closing Procedure
- Consultation and Troubleshooting

Human Resources (select all that apply)

- Posting and screening applicants
- Background Checks, Pre-screening Tests
- Job Descriptions, Employee, Safety, Policy and Procedure Manuals

Creative (select all that apply)

- Desktop Publishing: Text and graphical layouts for newsletters, reports, marketing materials, etc.
- Photography: Company pictures including employees, facilities, and products.
- Digital Darkroom: Digitally enhance your existing pictures.
- Graphic Design: Design or update your logo or layouts for marketing materials.
- Professional Editing: Expert review of reports, presentations and books for grammar and punctuation?
- Professional Full-Color Printing: Letterhead, business cards, envelopes and marketing materials.

Other: _____

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3. What are your options? (Select your preferred option)

- Hire full-time employee.
 - You will need a space, desk, chair, computer, phone, etc
 - You will have to pay FICA, Unemployment tax, benefits (vacation, sick, holiday, medical, etc)
- Hire a temp agency to provide someone
 - You will need a space, desk, chair, computer, phone, etc
 - The price is usually double what you would pay an employee
- Ignore the need and carry on as usual
 - The need still is not addressed and possibly getting bigger over time.
- Outsource – Open up a whole new realm of possibilities.
 - Zero overhead
 - Work completed by professionals

4. What am I looking for in an outsourcing company? (Select all that apply)

Pricing

- I want the lowest possible price. I'm not concerned about whether it is done in the US or not.
- I'm not concerned about the price. I just want to be able to communicate my needs effectively and have the work done correctly, in a timely manner.

Keep in mind:

- A company that is using the words “offshoring”, “nearshoring”, “inshoring”, or “global sourcing” is either referring work outside of the US for completion or is an international company doing business in the US.
- It is a well known fact that to have jobs done by US citizens, the costs will range from Federal Minimum Wage and to the prevailing wage range for a specific field of expertise. When doing your research, be sure the level of expertise is in-line with the rate being charged. Remember, the old adage, “You get what you pay for” still rings true.

Contact and Communication

- I prefer to have a live person I can talk to. I cannot be sure my needs have been interpreted correctly when communicating through contact forms and email.
- I often have extended business hours, or emergencies, and need to know my provider will work with my schedule, when needed.
- I don't need to have immediate contact, or extended business hours, but I get so many emails each day, that email is not really the best option either. A virtual workspace sounds ideal for exchanging files and feedback.
- Email is just fine. I'm not interested in all the perks.

Services

- I only need one type of service so I don't care about variety.
- I have various support needs and would prefer to have one point of contact to coordinate everything.
- I am looking for “best in class” products and services.
- I don't care. I'm so frustrated that a trained monkey sounds good right now.

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5. What if I choose Admin and Beyond?

- Our partners have over 20 years experience in each of their related fields, and over 85 years combined.
 - We can fill all your back end office, front end office, and specialty needs.
 - You have one point of contact regardless of the size team working on your account.
 - We have a variety of pricing and payment options to meet your needs.
 - In addition to our in-house staff, we have a wide variety of US based consultants that we contract with to match your expanding and contracting workflow requirements.
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- ✓ Be sure to visit our site at www.adminandbeyond.com to learn more about us and what we offer.
 - ✓ Make a list of products and services you are interested in pursuing.
 - ✓ Write down any questions you may have.
 - ✓ Contact us by calling 1-800-850-3907, email us at info@adminandbeyond.com, or fill out our contact form.
 - ✓ Be prepared to verify some information about yourself and the company you represent.

My notes: