

# Tailor-made services to optimise your activity in France



## PRICES IN EURO EXCL. VAT

<b>ADDRESS IN CENTRAL PARIS</b> - RECEPTION AND STOCK OF MAIL - AUTHORISED TO SIGN FOR REGISTERED MAIL - TRANSFER OF MAIL (EXCL. POSTAGE)	MONTHLY CHARGE      150	<b>STRATEGIC ADVICE</b> - OVERALL REVIEW AND ANALYSIS - STRATEGIC RECOMMENDATIONS - ACTION PLAN	TIME                      110/HOUR
<b>MEETING ROOM (6 PERSONS)</b> - WELCOMING OF VISITORS, REFRESHMENTS, PHONE AND CONFERENCE CALL AT YOUR DISPOSAL - VIDEOCONFERENCE HD	HOUR                      40 ½ DAY                      90 DAY                          150 ADDITIONAL COST      50	<b>SALES AND HR SUPPORT</b> - REPRESENTATION DURING MEETINGS - ASSISTANCE DURING TRADE-FAIRS - PROSPECTING ASSISTANCE - BENCHMARKING - REALISATION OF SALES AND COMMUNICATION TOOLS - HR AND ACCOUNTING ASSISTANCE	TIME                      85/HOUR
<b>TELEPHONE SERVICES</b> - DEDICATED PHONE NUMBER - MULTILINGUAL ANSWERING WITH COMPANY NAME - TRANSFER OF CALLS ACCORDING TO YOUR INSTRUCTIONS <b>FAX</b> <b>EMAIL</b> - HANDLING OF DEDICATED MAILBOX ACCORDING TO YOUR INSTRUCTIONS	MONTHLY CHARGE      150 OR DAILY                  40 + TIME                      65/HOUR MONTHLY CHARGE      15 MONTHLY CHARGE      30 + TIME                      65/HOUR	<b>SECRETARIAL SERVICES</b> - UPDATING DATABASES - DIRECT MAIL CAMPAIGNS - FACILITY MANAGEMENT - ORGANISATION OF BUSINESS TRIPS - MAIL PROCESSING	TIME                      55/HOUR
<b>CUSTOMER SERVICE, TECHNICAL AND ADMINISTRATIVE SUPPORT</b> - ANSWER TO CUSTOMER FAQ - INFORMATION ON PRICE, AVAILABILITY, DELIVERY DELAY,... - SALES ADMINISTRATION: HANDLING OF QUOTES, ORDERS, INVOICES, REMINDERS - REPORTING, SALES STATISTICS - TECHNICAL SUPPORT - HR ADMINISTRATION	TIME                      65/HOUR	<b>MISCELLANEOUS</b> - TELECOMS (OUTGOING CALLS AND TRANSFERS): - POSTAGE: - COURIER SHIPMENTS: - FAX: - SCANS:	REAL COST              +20% REAL COST              +40% REAL COST              +30% 0,5/PAGE 4,4/SCAN
<b>BANK SIGNATURE</b> - HANDLING OF OUTGOING PAYMENTS FROM YOUR ACCOUNT - DEPOSIT OF CHEQUES & BILLS OF EXCHANGE ON YOUR ACCOUNT	MONTHLY CHARGE      90 MONTHLY CHARGE      90 PER OPERATION         4	<b>RECRUITMENT SERVICES</b> RECRUITING OF MULTI-TASKING & MULTILINGUAL STAFF. VARIOUS RECRUITMENT PACKAGES BASED ON YOUR NEEDS AND DEPENDING ON YOUR OWN RESOURCES	PLEASE CONTACT US FOR A COMPLETE PRESENTATION OF OUR RECRUITMENT SERVICES

**PLEASE CONTACT US FOR A TAILOR-MADE BUDGET**