

# STREAMLINING YOUR BUSINESS SYSTEMS



## **Setting up new systems and procedures.**

Do you need to set up new systems and procedures but not sure how? Do you want to make your office more efficient and increase profitability? Running a business is never easy, and rapid advances in technology and regulatory requirements can either help you or add additional pressures. Realbase is here to provide you with expertise and knowledge of new developments that you may not have within your organization. We provide solutions to your immediate needs, freeing you up to manage your business.



## **Streamlining your current systems.**

Current systems can often be improved with new developments in technology and processes. We start by reviewing and analysing your existing systems which allows us to identify areas for improvement. So whether you need a full systems review or are simply looking for improvements, our consultants will help you to streamline your business.



## **How we do it.**

The consultancy service is as flexible as you wish. We'll bring a set of office procedure manuals which can be tied in to the Palace Procedure manuals, and we can assist in developing your unique set of standard documents covering all aspects of property management tasks. Mandy Grainger is available to advise you. She has had over 20 years experience in the property management industry. She ran her own training company for some years and prior to joining Realbase, spent 2 years setting up systems for a large property management firm with over 2000 properties.

**Call us now to improve your business efficiency**

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