STOP!
what can I help you with?



Flexible & customized support

The following tasks are a selection of what I offer.
Together we can check what your business really needs.



Overflowing mailbox

Your inbox is full of +100 unread messages.
Important emails are getting lost and you miss crucial opportunities.



I provide structure, filter important emails and ensure that nothing is overlooked by.



Chaotic agenda

Double appointments or last minute changes, lacking the overview?



I provide an efficient, clear schedule in which your priorities are clear.

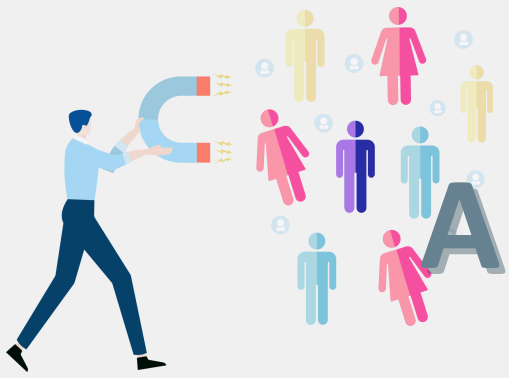


Forgotten invoices

You don't have time to prepare invoices or follow up on payments, which leads to frustration for your accountant.



I ensure correct invoicing and payment follow-up, making reminders or fines a thing of the past.



Are you losing leads?

Disorganized contacts cause valuable leads to be lost.



Together we build a database that supports your sales process and optimizes your customer base.



Time wasted on layouts or translations?

Professional presentations or translations cost you hours you'd rather spend on your core business.



I provide correct translations (Dutch, French & English) and a layout that suits your branding.



Stop procrastinating, start outsourcing!

Are you missing something? Let me know what you need, together we'll find a solution.

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