



Juggling Octopus Business Support

## ***Are you unsure as to whether or not you need help?***

***Take a few minutes to find your answer.***

*Simply decide which option is most applicable to you. Ticks on the left show areas of your business that you are happy with, whilst ticks on the right show areas of your business that we can help you with.*

<b>FINANCE / HR</b>				
		N/A		
I have a process to make sure that invoicing is completed in a timely fashion to ensure that I am paid on time and can use this to grow my business.				I am focussed on doing work for clients, but struggle to find time to send out invoices and as a result sometimes find myself short of money that is owed to me.
I run my online business efficiently and am able to issue invoices, chase them up and make sure that all funds are received entirely online.				I run my online business efficiently but have issues with clients not paying invoices which means I need to contact them / speak to them to get the money that I am owed.
I am on top of all funds due to the business and have a process in place to ensure that we are paid in a timely fashion.				I am aware that funds due to the business are overdue, but I'm not sure of the right way to chase them.
I have a recruitment strategy for the business; I know when I will need to take on additional staff and the process I will use.				I am concerned that the business is growing and that on top of the existing workload I will need to find time to recruit additional staff.
I regularly incur expenses as part of my business, but don't have time to log them and know that there is a tax implication as a result of this.				I keep a careful log of any expenses incurred, and these are logged within the company financials on a monthly basis to minimise tax exposure at the end of the year.
After events I follow up with the people that I have met in a timely fashion and ask for conversations / meetings to try and win more business from the interest shown when we met.				After events I go back to focussing on my business day to day as I need to catch up on time that has been missed.

If you find yourself with more ticks on the right than the left, then we can help you.

Get in touch for a free no-obligation chat

Call Sarah on 07791 736181, email [sarah@jugglingoctopus.co.uk](mailto:sarah@jugglingoctopus.co.uk), or simply fill in the contact form on our website [www.jugglingoctopus.co.uk](http://www.jugglingoctopus.co.uk)