

**Spend more time  
making money  
and less time  
pushing paper.**

**Let Business Systems  
Sorted sort your:**

**Office systems  
and procedures**

**Health and Safety  
compliance**

**Hazardous Substances  
inventories**

**Business applications  
and proposals**

**WOF QMS manual**

**Avoid costly  
non-compliance issues,  
invest in greater office  
efficiency and bring  
more control back into  
your business.**

**Talk to Fliss today about  
getting your business  
systems sorted.**



**@businesssystemssorted**



**businesssystemssorted.co.nz**



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# **Hey busy Business Owner**

**How much easier  
would your life be if  
you didn't have to  
worry about  
paperwork?**

**Let me sort  
that for you.**

**Business Systems  
Sorted**

**Getting you sorted that's my business.**

# Let's be honest

You didn't get into business to become an admin superstar. But the busier you have got the more admin seems to be thrown your way, and to add insult to injury you know that you make more money doing what you do than using that precious time wrestling with compliance, HSE and paperwork.

## So how about this?

You spend more time making more money doing what you do well. I'll look after your office paperwork for you ensuring you are compliant. It's a win-win, right?

Business Systems Sorted is a key partner for busy business owners. I work with all tradies and have a solid, successful history helping those in the automotive industry.



## Services

### Optimising Service

A clear office equals a clear mind. I'll create more efficiency in your business by simplifying your paperwork and streamlining your business processes.

### Health and Safety

A simple Health and Safety system that is personalised to your business.

### HazSub Inventories

I'll supply you with evidence of your compliance with the Health and Safety at Work (Hazardous Substances) regulations.



### Policies and Procedures

I document your business policies and procedures to create greater efficiencies in your business and have procedural templates for you and your employees to follow.

I also specialise in WOF QMS and IO applications.

Plus all those other 'push-to-the-side' jobs that keep you awake at night:

- Business applications and proposals
- Client newsletters
- Stocktakes
- Document set-ups

Avoid non-compliance. Spend more time making money and less time pushing paper.

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