

### Administrative assistance

Get rid of your paperwork and concentrate on your Professional and private life !

Dealing with paperwork and red tape is a chore for most people. If this is your case, do not hesitate to use our services. Such services can be casual or on the long term, depending on your needs.

Many activities might be considered:

- Organize the ranking of your various documents,
- Take care of your payments,
- Manage the reimbursements of your health insurance (eg send invoices and control payments),
- Write your Professional and private correspondence,
- Follow-up your receivables (eg rents due by your tenants, check the payment of issued invoices etc.),
- File a claim to the attention of the insurer,
- Initiate a naturalization process,
- Etc. etc.

Do not hesitate to contact us for any specific request. Each situation is unique and requires some specific needs. We're here to help you.

### Our services in a nutshell

#### Administrative processes

- Administrative procedures of all kinds in Switzerland and abroad,
- Permit applications (eg stay, establishment, naturalization procedure etc.),
- Set-up of files for the attention of various administrations.

#### Litigation management

- Management of disputes with your creditors and debtors,
- Trouble-shooting, arbitration and negotiation to find a global solution with your counterparties,
- Debt restructuring, negotiation and agreements with your creditors,

#### Coaching

- Assistance in the development and/or during the operation of a business,
- Linking with experts from different professional sectors.

#### Secretarial & administrative services

- Outsourcing of secretarial and administrative tasks,
- Writing of your correspondence,
- Issuance of your invoices,
- Presentations (eg. PowerPoint).