



DYNAMIC BUSINESS  
MANAGEMENT

# NEW CLIENT INFORMATION PACK



Dynamic Business Management  
[www.dynamic-business.co.uk](http://www.dynamic-business.co.uk) [info@dynamic-business.co.uk](mailto:info@dynamic-business.co.uk)



## DYNAMIC BUSINESS MANAGEMENT

Running a small business is not easy but it can also be so rewarding, providing the flexibility to achieve the work life balance that works for you.

As your business becomes a success and grows its hard to know what to do next?

Dynamic is the perfect, risk free solution to growing your business without having to take on extra employees. We take the stress out of day to day business, by coordinating and planning so you can continue to do the job you love.

Doing paperwork in the car between clients  
or whilst on the school run?

Love your job but have no idea how  
to grow your business?

If the answer is yes, then Dynamic Business  
Management is the perfect solution.



What is Dynamic Business Management?

We're here to help coordinate and organise your business. We offer a comprehensive range of services for the small business owner at set cost package with no minimum term.



DYNAMIC BUSINESS  
MANAGEMENT

At Dynamic we build your bespoke work package to suit your business needs. We pride ourselves on the range of services we can provide, and remain flexible in our approach to supporting your business.



Admin - Basic personal assistance, email and telephone enquiries, postal box, note taking, proof reading and diary management.



Website - We have lots of experience in website development, new builds, to maintenance and rebranding. We also specialise in e-commerce.



Finance – KPI's, invoicing and account management, bookkeeping, self-assessment & VAT return preparations. Finance can seem daunting, but we can help.



Project Management - Experienced PRINCE2 certified project manager, from international projects to managing home build projects. We can help no matter the size of your project.



Marketing & Branding - Newsletter creation, Google Ads & Reviews, Trip Advisor, marketing materials and even logo creation.



HR & Recruitment - Staff management can be one of the hardest elements of running a business, we can help with contracts, tracking workloads and ensuring you are compliant as an employer. We are happy to assist with recruitment, be it CV reading, interviewing, or running necessary checks to ensure a candidate is suitable for your business.



Business Development – coaching and management plan for you and your business. Monthly sessions aimed at personal and professional development. Alongside practical input from the team at Dynamic, ensuring growth and business development.



DYNAMIC BUSINESS  
MANAGEMENT

### FREE initial consultation

Let's take 30 minutes to see how we can make a difference together? Initial consultations are FREE to new clients, to discuss your business, goals and struggles. We can discuss how much or little help you need. Either face to face, remotely or over the phone? Which ever works for you.

### No minimum contract term or hours.

It can be daunting taking on a professional when your business is still growing which is why we stand by our no minimum work package. You choose what and when you need from us and we only charge for the work we do.



### How much?

We charge a flat fee of £22 per hour for all services unless discussed prior. We suggest a new client starts with a minimum of 5 hours per week and assess over time, although this isn't compulsory. All clients are invoiced monthly and we only charge for the work completed. If you need to take a break in your service or increase hours for a special project we also try our best to remain flexible.

Ready to make the change and be the business owner you want to be?

Call 07983427234 or email [info@dynamic-business.co.uk](mailto:info@dynamic-business.co.uk)

Dynamic Business Management  
[www.dynamic-business.co.uk](http://www.dynamic-business.co.uk) [info@dynamic-business.co.uk](mailto:info@dynamic-business.co.uk)