



# Swift Support



**LIVELINK**  
RESOURCE



## **Swift Support**

Have you booked a holiday and are anxious about how your business will continue in your absence? Or, perhaps you've thought about booking a trip and changed your mind as you don't want to be away from your business.

Everyone loves a holiday. But when you're running a business, taking any time off can be fraught with worry and anxiety and too many business owners rarely take a holiday.

You could take your phone with you of course and 'keep in touch'. But that's not giving you any actual down-time. A total break is when all the good stuff happens. The ideas flow and you are invincible.

Keeping in-touch means you don't have the opportunity to clear your head and get the proper break that you deserve.

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Whether you've planned a well-earned holiday months in advance, or are snatching a quick couple of days away somewhere fancy, we have you covered.

A duvet day, a 'sickie', coffee with a friend. Childrens sports day, school play. Your admin suddenly has to take time off at short notice.

We recognise that not everyone needs or wants permanent full-time cover. You just want someone that can jump in to help as and when necessary.

So we listened and designed **Swift Support**.

This great service will make sure you're covered at short notice when you need help.

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## **How does it work?**

You purchase an annual package of hours that you can use at any time across the year.

We get you set up on our systems and then when you need help, ping a quick email or text to us and we swing into action. And you can either use the whole package if you're going on a fabulous holiday or spread the days across the year.

We will:

- Take your calls and send you a message
- Book appointments and take payments
- Take address, name, email, number and all information that you need

It's your choice.

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## How much?

Here's a quick guide to the fees – we've kept it simple. This is a fixed fee to cover everything that you will need – regardless of call volume.

Annual Allowance – days can be used either in bulk or individually across the year. When you need that little bit of extra help.

- **30 days**      **£750**
- **40 days**      **£900**
- **60 days**      **£1200**

all ex VAT

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To get the ball rolling will need a conversation to agree how many days you will need..

Then we'll sign a simple contract, take payment and your days are locked in for the next year for you to use as and when you need them.

### **Ways to get in touch**

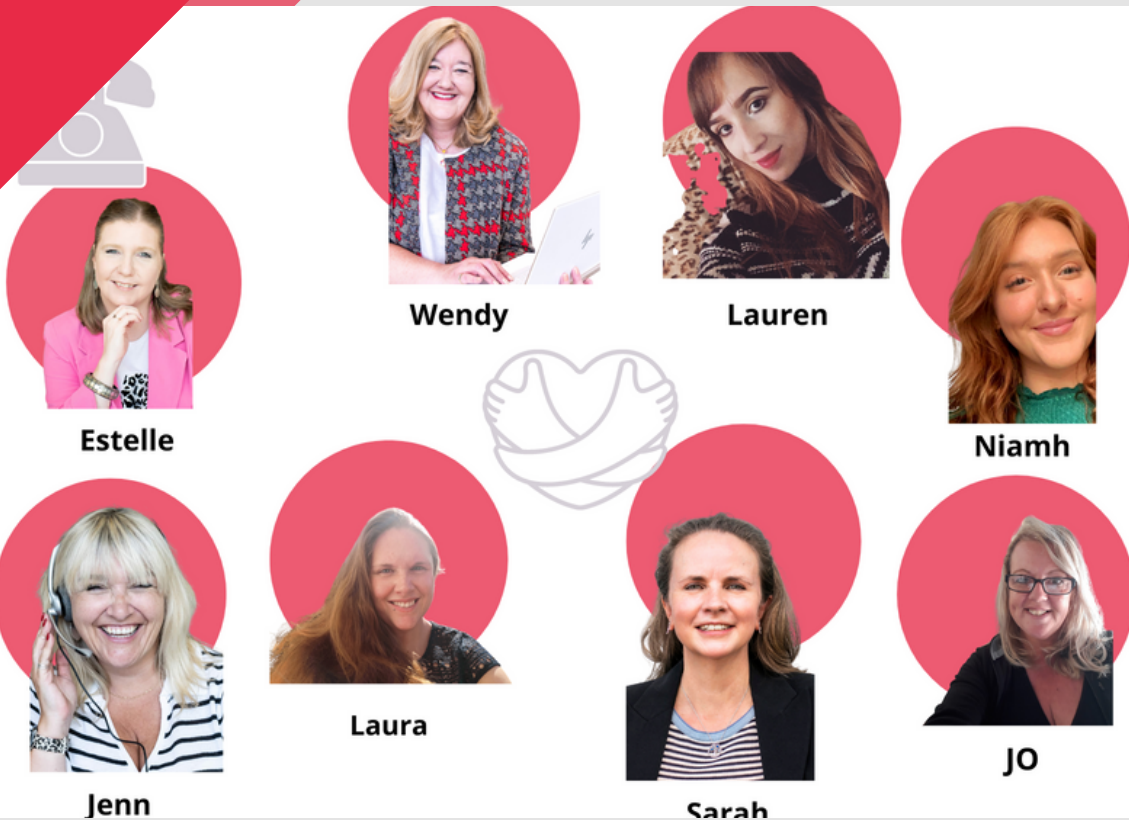
Call - 01603 513111

Email - [message@livelinkresource.co.uk](mailto:message@livelinkresource.co.uk)

WhatsApp - +44 7803 353297

Facebook - <https://www.facebook.com/LiveLinkResource/>

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## A bit about us

Wendy founded LiveLink in June 2011 as she believes that every business regardless of size, deserves to be able to deliver the best customer service that they possibly can at an affordable price.

Previously, Wendy worked in high-end hotels in customer-facing roles and then had a career change and worked in NHS Primary Care co-ordinating the East Anglian Chief Executives forum and latterly, as clinical governance manager.

All the 'Linkettes' are specialists in delivering first-class customer service and our mission is to delight our clients as a matter of course. We are unscripted, intuitive and friendly.

We live and breathe the mantra that **Together We Are Stronger.**

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