

in Business



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Small Businesses Services

- ⊗ Do you need support but can't afford to employ help?
- ⊗ Are you losing time and money?
- ⊗ Is paperwork your worst nightmare?
- ⊗ Is administration strangling your business?
- ⊗ Is time management a big problem?

Contact Joan at TimeWise

**Small Business Services - tailored to suit
your business requirements,
By the hour or by arrangement**

Free initial consultation

Services Include:

- ✓ Word processing
- ✓ Invoicing
- ✓ PA Services
- ✓ Ordering supplies and materials
- ✓ Call handling
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- ✓ In fact everything you need to organise your business!

Tel: 01631 710359

E-mail: timewise.services@tiscali.co.uk

The ARK hairdressing Co Ltd

Opening hours:

Tuesday, Wednesday 9am - 6pm
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Saturday 9am - 4pm



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ghd

MATRIX

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