

# Book-keeping, Data Entry & Document Storage Services

Abacus Network and ADEC Solutions have recently set up a partnership which allows the members of the network to improve their margins and release more of their time by using ADEC Outsourced Book-Keeping and Document Storage Services.

ADEC have been established since 1998 and deliver data entry & book keeping services to over 65 clients such as Fedex, Nestle, Barclays, Cosmos Holidays & Global Technology Media. ADEC have 5,000 staff across the globe and add considerable value to their clients through their unique business model. ADEC have a UK Client Management Team together with offshore based qualified staff who deliver data entry and book-keeping services in SAGE or Quickbooks. ADEC are accredited with:

- ISO 14001:2004
- ISO 9001:2000
- ISO 27001:2005 / ISO 17799:2005
- Certified Perimeter Certification from CyberTrust for Data Security.
- See: <http://adec-finance-solutions.co.uk/generalaccounting.php>

“Having completed a trial with ADEC, I am convinced that using their service will assist me in growing my practice in the most cost effective way. I have found myself spending too much time doing basic bookkeeping, and continually firefighting to keep up with the work, leaving me no time to go out and win new business. I was contemplating getting a temp in to help, not wanting to commit myself to the fixed cost of employing someone, however the ADEC solution is not only a cheaper option, it is also far more convenient, in that I don't have an individual coming to my office that I then have to manage. The quality of work I have seen completed so far is very good and I'm confident that we will continue to build a good working relationship. Following the trial, I have now engaged ADEC to continue with some of my bookkeeping work and intend to pass over more in the next couple of months...I now look forward to being able to focus on growing my practice in the coming year!”

— Clare Conroy, Abacus 41 Ltd.

## The Benefits to Franchisees are:

- Reduced Book-keeping & Data Entry costs
- Improved Margins
- Improved turn around times where required
- A flexible service that can be increased or reduced according to demand from your clients
- All documentation will be scanned and converted to electronic format – this means that hardcopy storage will be eliminated, with significant savings in future retrieval costs
- Release of time for further development of your clients and provision of higher 'value add' services such as Tax Advice, Audit and Finance Consulting, etc.
- No need to employ temporary or full time book-keeping staff, with associated NI and holiday pay costs
- No employee training and management time – **just a fixed charge of £8.00 per hour, plus minimal document scanning charges.**
- **With rates for Temporary staff ranging from £11.00 to £18.00 per hour, the ADEC rate will deliver minimum savings of 27%**



## How the Service works:

- Instructions for each client are emailed to ADEC (example overleaf), with SAGE client export file from SAGE 2009
- Monthly Account Items are sent to UK Scanning & Document Processing Facility in Feltham, Middlesex
- All documents and receipts are scanned and uploaded to a secure ftp site, accessible only by secure username and password
- Book-Keeping and data entry services for each client file are delivered by the ADEC team in Manila, The Philippines – ADEC adhere to agreed instructions and timescales
- Completed SAGE client file is returned by email for checking and all images of documentation are available to view.
- Implementation of regular monthly or quarterly routines to process regular client files

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