

“What we have to learn to do, we learn by doing.”



Many business owners are more focused on the operational side of their business, leaving the administration and financial aspects to the professionals.

If this is you, it may mean that you are in the dark when it comes to knowing how your **business is really performing**, where your **cash is actually going** and **financial status of your business** on a daily basis.

At Bps, we have identified that managing these functions in house gives you greater transparency and enables you to **take action in real time**.



You'll find
your
solution
with....



Based in Waterford City,

You can contact us on

Phone: 087 2770140

Email: info@bps.ie

Visit: www.bps.ie



In business when there is something you struggle with, ask for assistance. Talk to the experts at Best Practice Solutions

We are your
**Specialists and Mentors in
Business and Financial Admin**



Helping you simplify the behind the scenes tasks of running a small business



You control your business,
instead of it controlling you.

About us

Best Practice Solutions, a Waterford based company is owned and managed by **Audrey Caffrey**. Having owned and managed successful businesses in Ireland and New Zealand, she is very much aware of and understands the daily challenges that small business owners face.

Qualified in Accounting, Business Management and Professional Business Financial Administration, the former Treasury Manager at Waterford Crystal Ltd, has over 30 years experience to share.



Benefits to you

Best Practice Solutions can help you save

- Time
- Money
- Energy

You and your business will enjoy the benefits from the skills you learn and the cost effective procedures you'll quickly adopt.

Providing Services to

- New and Established Small and Medium Sized Businesses
- Schools, Clubs, Charities, Associations.....
- Or any Entity where Financial Admin is difficult or stressful.

At **BPS**, our focus is on providing a professional and reliable service. Confidentiality and excellence are our priority. We believe that you, our clients are our greatest assets and we are dedicated to serving your business needs.

Your business is as important to us as it is to you!

Working with owners of small and medium sized businesses, we specialise in bringing efficiency and transparency to your:

- Book-keeping
- Finance and Accounting
- Cash Management
- Budgeting and Forecasting
- Business Systems
- Staff Training and Delegation
- Business Communications
- Office Procedures

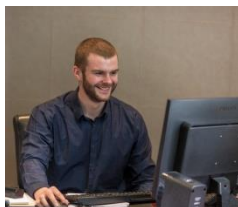
Whether you're a brand new start-up or an established business, we're here to help you find and fix the real problems in your business administration.

Our experience has taught us how to promptly recognise what is needed to set up practical and manageable procedures specific to your needs.

Not only do we show you how, we also explain why!

And understanding **WHY** you're doing something makes doing it a lot easier.

You get the full benefit of our corporate experience and skills but without the attitude or the expensive corporate budget



Becoming a champion of your own business and financial admin frees up your time, your money and your energy. You can then

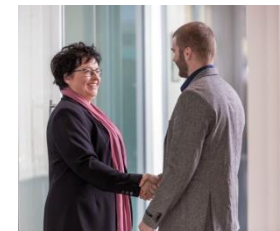
focus more on your family, friends, your core business or whatever you chose. **You decide!**

Keeping proper business records **helps you avoid:**

- Revenue Penalties
- Bad Debtors
- Unnecessary Billable Hours
- Struggling with poor Cash Management

Keep your records "Accountant Ready", with workable routines by setting up simple admin and office procedures.

Contact
us
today



We look forward to working with you.