

# 6 IMPORTANT, OUTSOURCE-READY AREAS OF YOUR BUSINESS



**RUN YOUR BUSINESS, DON'T LET IT  
RUN YOU. THERE IS A BETTER WAY.**

Trying to do it all is romantic and poetic—even admirable. It's also ineffective, inefficient, and dangerous. Focus on developing your business, and bring in professional systems and support to handle the rest.





# 1

## ADMINISTRATIVE AND BACKOFFICE

Bookkeeping and administrative support are apart of the foundation of a solid process and workflow plan. Books should kept up to date and administrative support should be tailored to your particular protocols.



# 2

## COMMUNICATIONS AND CREATIVE

Communications extends beyond voice, data, SMS, email, social, and messaging. Your business's visual identity and overall story should be cultivated to support your business objectives across all platforms.





# 3

## INFORMATION TECHNOLOGY (IT)

A proper IT plan should address connectivity, network systems (voice and data), security, remote access, website and mobile app development needs, and comprehensive management/support.



# 4

## MEDIA MANAGEMENT

With various storage options available, organizing digital and digitizing paper will help in managing information and physical storage space requirements.



5

## DEDICATED CONSULTATION

Ongoing access to discreet, well informed, professional advice is often the glue that helps keep everything together.



6

## PROCESS & WORKFLOW

Efficiency is directly related to profitability. Streamlining and automating systems and logistics will allow you to focus on charting your course and driving your business.



**OPTIMIZE EVERYTHING**

**SAVE TIME AND MONEY WITH TECH-CENTRIC  
BUSINESS OPERATIONS SUPPORT BY BASEBPO.**

[SCHEDULE CONSULTATION](#)

