

MELSA PRODUCTIVITY

THE ENGINEER OF CALM

Providing Limited Companies & CICs
with targeted operations and legal
compliance support so that the
statutory obligations are fulfilled while
the leaders focus on the bigger picture

MelSa
Productivity Assistance



Why choose MelSa Productivity vs hiring a traditional member of staff?

1 You reduce your overheads

Hiring an appropriately-qualified salaried employee will work out to be expensive in the long run. You need to factor in the additional employer National Insurance contributions, mandatory pension contributions, agency placement fees (18-25% of the annual salary) - not to mention the cost of the equipment, workspace and insurance policies needed.

2 You gain a 'professional touch'

Whether you work alone or manage a team, you need to be seen as professional at all times. Instead of you being all things to everyone, MelSa Productivity Assistance will provide you with the appropriate distance you need to help give your business that professional touch.

3 You protect your time

The service works flexibly so there is absolutely no need to spend your time finding odd jobs to fill up the time a temporary member of staff will spend sitting behind a desk!

Available Services

Minute Taking & Board Administration

Short-term Project Management

Research

(for legal, competitor and technical requirements)

Editing & Proofreading

(in British English, for creative, legal and business texts)

Information Management

(including KYC processes, statutory registers, drafting & filing official documentation, and data protection registration)

What Happens Next?

Consultation - we have an open discussion on the scope of your requirements, both current and future, and we then decide on a way forward.

Agreement - we set out a clear process for your requirements and agree on our preferred way of working with each other.

Onboarding - we sign a Consulting Services Agreement or Booking Form and you receive your first invoice which will reflect your chosen service. Then we're good to go!

**To book a consultation:
melsaproductivity.co.uk/get-started**