

E a s y S u p p o r t S e r v i c e s

OUTSOURCED ADMINISTRATION COMPANY

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Who are we?

Easy Support Services (ESS) is an outsourced administration company providing you with cost effective administrative assistance, process outsourcing & office support services.

We are a competent team, with the goal to allow you to cut your admin costs & concentrate on what you do best, in the quiet confidence that the work you have delegated is in safe hands.

WHAT DO WE DO?

Input / data capture into electronic form from paper based processes.

Typing of standard documents.

Process support e.g. completion & dispatch of estimates, invoicing.

Preparation of administration & accountancy files.

Mailings.

Assistance, as the need arises, for simple but time consuming admin tasks e.g. cross checking, data correction,...

Specific client defined tasks.

WHAT ARE YOUR ADVANTAGES?

ESS allows you to replace a contract of employment by a flexible and competitive, commercial contract.

Avoid the need to: recruit additional staff; buy new computers or require more office space.

Save time or manage spikes in workload.

Partner with ESS to reduce admin costs through ESS' low cost solutions.

ESS puts help just a call away with the peace of mind that your work is in safe and competent hands.

Our success builds on your success. We aim to cut your administration costs whilst providing competent, confidential assistance, always in full respect of your business.