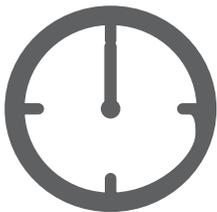




# INTEGRATED OFFICE SOLUTIONS

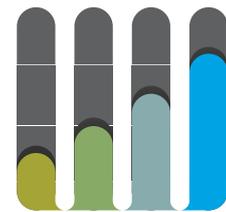
Optimise Your Business For Profit



**MANAGE  
TIME**



**SAVE  
MONEY**



**INCREASE  
REVENUE**

# Future Proof Your Profit NOW!

## Ask yourself these three questions:

- How much time do I, my team or my clients spend on tasks that “create cost rather than generate revenue?”
- Could I reduce current costs by adopting a more global approach to such tasks?
- What if my competitors are thinking globally and I am not?

Your partners at Integrated Office Solutions can facilitate a flexible solution that is both time and cost effective for you or client’s business. Integrated Office Solutions coordinate and customise your own dedicated professional team entirely owned by you in the Philippines. Your team will operate as a direct extension of your business working towards your company’s ultimate outcomes.

Your team will operate in the time zone you or your client exist in and can cover 24 hours if needed to expand or process items outside normal business hours. Drawing from a pool of highly competent talent your team is staffed with skilled personnel in a diverse range of specialist fields providing flexibility and reducing labour-related risk.

85% of forward thinking companies outsource some of their infrastructure, why aren’t you?  
Let Integrated Office Solutions build your team in the Philippines today!

## Benefits

**Reduce operational costs by at least 30%**  
Business demands realised with notably lower financial investment compared to employing inhouse local employees.

**Increased efficiency**  
Your own dedicated offshore team that consists of highly competent staff specialising in each specific role, tasks and projects will be delivered on time with quality, efficiency and cost reduction.

**Freeing local resources**  
Freeing resources to focus on your core business is the key to growth. Employing a dedicated offshore team will allow your local operations to apply their skills and energy on your primary competencies.

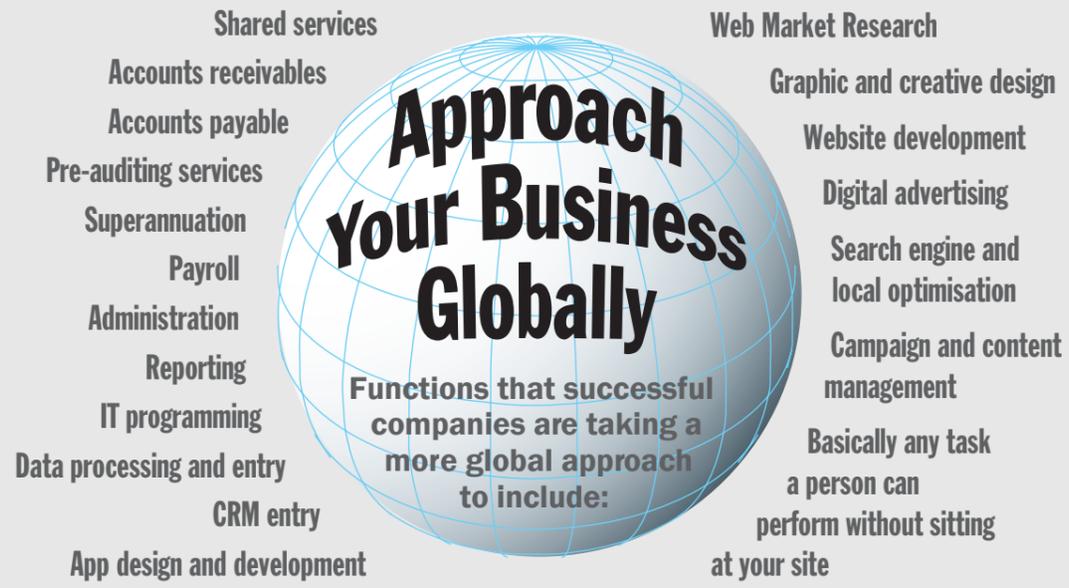
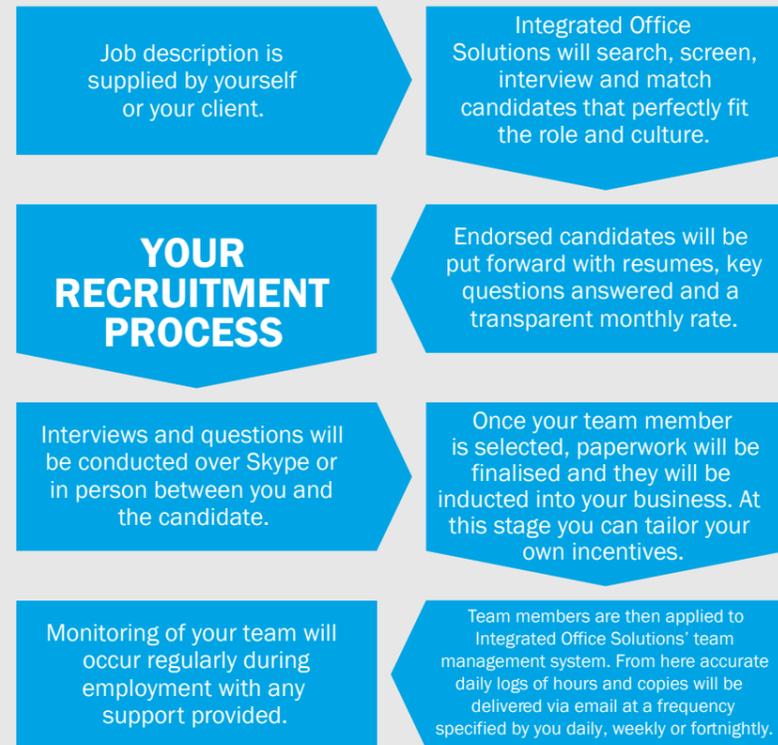
**Increased knowledge pool**  
Access to an abundance of highly specialised talented people based in the Philippines making the pairing of team members to specified roles easier with increased efficiency.

**Complete transparency**  
Business demands realised with notably lower financial investment compared to employing inhouse local employees.

**Quickly extend development**  
Access to multiple technologies, high speed internet and highly skilled specialist staff, offerings will be enhanced and expanded directly. Extend to 24 hour coverage on a lower cost base if that is an advantage .

**Full control without investment and risk**  
Recruiting, staff benefits, pensions, training, health and safety issues are no longer a concern offering you a worry free setup.

## How it works

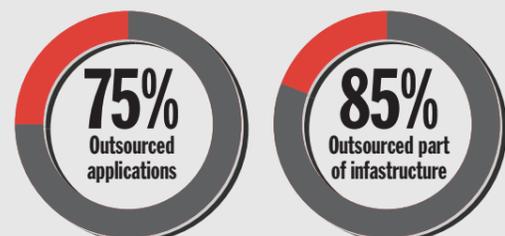


**Why use Integrated Office Solutions?**  
Forward thinkers in business may ask, “Why not just setup a business ourselves in the Philippines?”

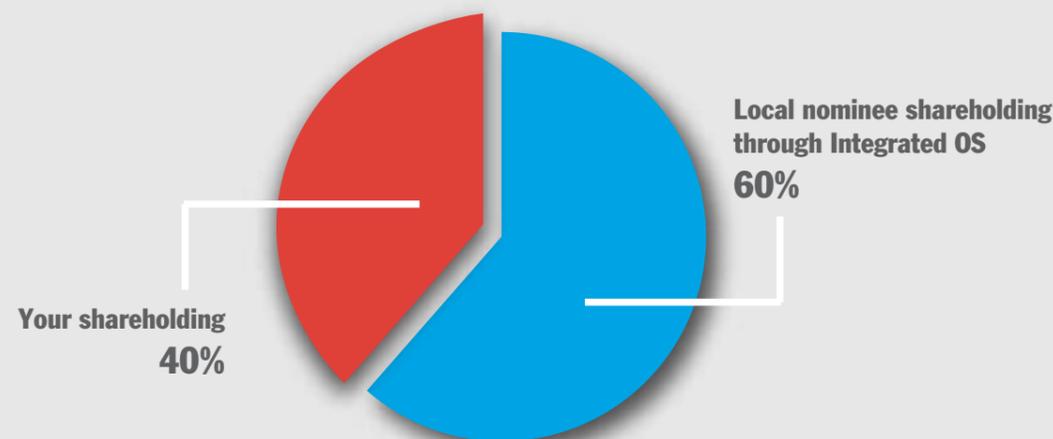
Legislation, visa, immigration and business laws are all obstacles faced by any foreigner wishing to establish a business in the Philippines. It is truly a complex minefield that needs local experience to overcome. Currently, the guide for setting up business here is 116 pages in length, it is very tough. For example if a non-Philippine national invests in a domestic market enterprise, the paid-in capital must not be less than the peso equivalent of USD200,000.

There are export exemptions but you will need lawyers and a Filipino director and ownership to get setup. Our role is to take away all of this risk, pain and cost and get you running. Integrated Office Solutions has the experience, professional infrastructure and established relationships to secure an efficient, skilled team for your business in the Philippines lowering labour costs and increasing profits. Companies that embrace this game changing concept have reaped the rewards. This partnership is suited to small, medium or big business, the possibilities are only limited by your imagination.

ITNewcom surveyed 60 executives from some of Australia’s top IT spenders and discovered...



## Nominee shareholding structure in the Philippines



# OUR LEADERSHIP TEAM



**Rodney Frost**  
Group CEO

[rodney.frost@integratedos.com](mailto:rodney.frost@integratedos.com)

Rodney started in The Lamson during school holidays in 1990 making boxes for printers. His passion for helping our channel partners diversify and grow their businesses allowing them to deliver true value is unsurpassed. Together with Grace he setup their original team in Manila in 2008.



**Grace Monteiro**  
Country Manager

[grace.monteiro@integratedos.com](mailto:grace.monteiro@integratedos.com)

Grace began her career as a marketing manager. After 17 years of marketing she decided it was time for a change and moved into the IT industry. In 1999 Grace began working with innovative companies around the world basing her teams across the Philippines. Grace's wealth of experience within back office and IT are a great asset to our partners.



**Margaux Monteiro-Escudero**  
General Manager

[margaux.monteiro@integratedos.com](mailto:margaux.monteiro@integratedos.com)

Margaux began her career working for a US financial institution and has found her passion in training, developing and inducting people. Margaux oversees the day to day operations as your Virtual General Manager.

# Partner with us to build YOUR VIRTUAL TEAM



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OFFICE SOLUTIONS

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