

Company Brochure

Your Virtual Office Partner



Olivia Walker, CEO

Who We Are

We're TradeBOS, and we get it—long days on-site, late nights on admin.

Let us handle the “office stuff,” so you can focus on the work you love (and maybe have a life after hours).

Meet Olivia Walker

“I’ve lived the trades life, co-founded two trades businesses, and handled all of the office side of things.

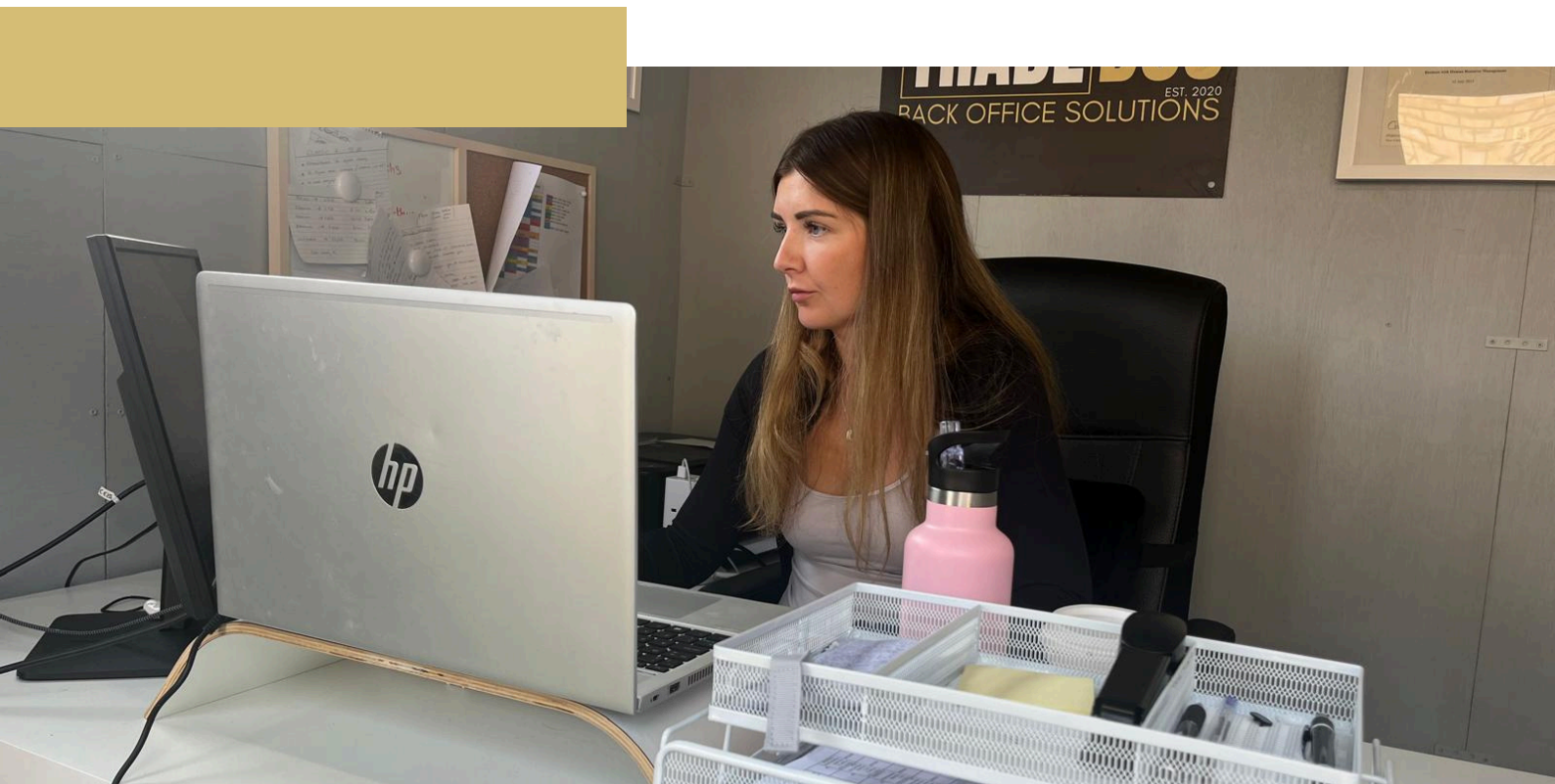
Now, I’ve built and grown to Trade BOS, a Virtual Assistant agency specifically for trades and construction businesses. We help business owner's like you improve their business's reduce stress and make more money! “



When Is the Right Time to Work with Us?

If you're sick of juggling phone calls, quotes, invoices, and a to-do list that never ends, it might be time to get yourself some support! If you feel like your drowning and just can't keep up with the demands of running a business, or you're working so late you barely see your family. That's your signal it's time to bring us in.

We don't just handle the admin—we improve and grow your business whilst freeing up your time so you can focus on making more money and have a life outside of work.





Why Choose TradeBOS?



- **Trade Know-How:** We've supported all types of traded and construction businesses. From Landscapers, Roofers, bricklayers, scaffolders—anyone with muddy boots and big ambitions.
- **No Extra Overheads:** No holidays or office staff wages. Just flexible support when you need it.
- **Time Back in Your Day:** Stop the burn out! Let us handle the admin while you're out on the tools.
- **Instant Integration:** We jump in from day one—no training, no fuss. You keep building; we keep you organised.



How we add value

Trusted by trade pros to handle the admin so they can focus on the work that matters.

"I'll be forever grateful for the work TradeBOS have done for me to do date. By outsourcing my general admin, invoicing and other tasks, it's allowed me to regain a much better work life balance, instead of spending evenings and weekends at my laptop."

"TradeBOS has been a huge weight lift for me with my business expanding they have helped cover countless things I would spend hours doing after work on the laptop. Better life balance & all admin/paperwork taken care of."

"Olivia and team have assisted me in making my small business more manageable. I'm now able to rest and spend quality time in the evenings with my family. Great communication, always checking in to see if they can offer anything else to help my business grow."

"Thank you Olivia and team for all your help everyday. I wouldn't be winning work like this without you girls managing the office side of things which means I can focus on getting the lads set up on site. Best in the business!"



DN Brickwork Ltd
Bricklaying & Building Services



MOORE ROOFING



MAHONEY BRICKWORKS LTD
TURNING DREAMS INTO REALITY

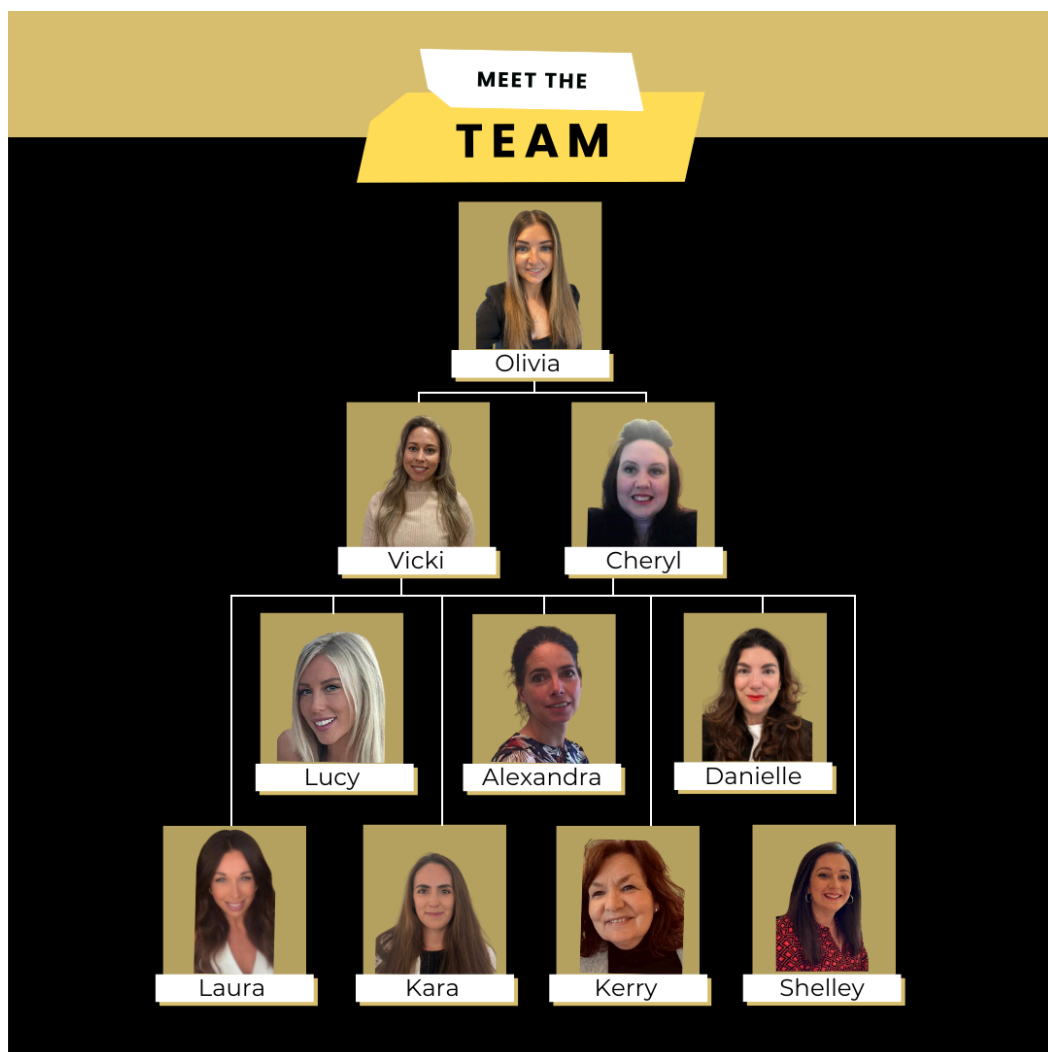




Your Dedicated Support Team

We're proud to have a tight-knit group of admin pros who genuinely 'get' the trade world. Each client gets a dedicated point of contact—because having a single go-to person builds trust, speeds up communication, and keeps all your processes running smoothly.

Our team shares one goal: to make your life easier by handling the office side of things, so you can focus on what you do best. When you work with us, you're not just a number—you're a partner we get to know and support every step of the way.





Seamless Communication

We know you're busy out on-site and don't have time for endless emails.

That's why we keep things straightforward and flexible. Whether you prefer a quick phone call, a WhatsApp voice note, or a text, we adapt to your style.

Plus, we create a dedicated group WhatsApp chat for you and our team. In this group, you'll get daily updates and real-time communications—ensuring you're always in the loop without missing a beat. We handle the admin, so you can focus on the job at hand!





Our Services

We've built a range of services designed to take that admin load off your shoulders so you can focus on what you do best.

We work as an extension of your team to keep your business running smoothly, boost your efficiency, and help you grow without the extra stress.



Admin & Business Management

- Calls answered
 - Emails managed
 - All enquiries and leads qualified
 - Quotes booked & followed up
 - Requesting feedback & reviews
 - Invoicing & payment chasing
 - Bookkeeping & invoicing
 - Liaison with accountants
- Payroll, Pensions & HR



Human Resources

- Employment contracts & policies
- Payroll & pensions
- Annual leave tracking



Social Media Management

- Full social media support
- Content creation
- Graphic design
- Scheduling & Engagement



Packages That Fit Your Business

Our Packages can be tailor made to suit you. We also understand that there's times of the year that are busier than others. That's why we offer practical solutions allowing you to increase/decrease your package as required.

Here's how some of our packages typically look:

Trade Basic

£408 per /Month

12 Hours of admin support a month, 2-3 days a week.

Trade Essential

£544 per /Month

16 hours of support 3 days a week.

Trade Advanced

£680 per /Month

20 Hours, 3-4 days a week

Trade Premium

£1,020 per /Month

30 hours, 4-5 days a week.

Trade Ultimate

£1,700 per /Month

50 hours, 5 days a week.

Bespoke Package (POA)

Custom hourly package to suit you. requirements

Monthly hours to be averaged across the weeks

(All prices are per month, plus VAT)

“Every business should have support, because you can't do it all—we've been there!”



Our Digital Shop

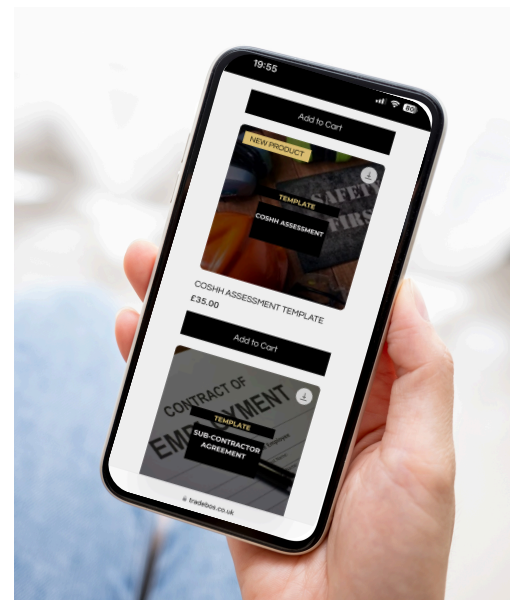
Based on the feedback we received last year, we launched our online shop—a hub of digital products & templates designed to give you the tools to help you keep your business running smoothly & professionally. At Trade BOS, we offer essential tools tailored for trade and construction businesses, including:

Compliance and Documentation

- New Employee Starter Pack
- Employment Contract
- COSHH Assessment Template
- Subcontractor Agreement
- Done for you Customer T&Cs
- RAMS

Bundles

- H&S (COSHH, RAMS, H&S Policy, H&S Statement, Toolbox Talks)
- Employer Essentials (Employment Contract, Subcontractor Contract, Company Handbook, New Start Form)
- Recruitment (Job & Spec Description Template, Job Offer Letter, Hiring Checklist, Job Rejection Template)



Marketing Materials

- Done for you Company Brochure Template.



How it works

- **Discuss Your Pain Points:** We start by understanding the admin challenges you face.
- **Choose the Right Package:** We help you identify a package that suits your business needs.
- **Set a Start Date:** Agree on a go-live date that works for you.
- **Seamless Integration:** We act as an extension of your business. Once we begin, you grant us access to your systems (emails, accounting software, Tradify/ServiceM8, etc.).
- **Call Handling:** If you opt for call management too, we set up a virtual landline that diverts calls to us under your company name—so it feels like you have an in-house team.
- **Email Management:** We create a custom email signature and can handle all communications with customers, suppliers, and accountants as your dedicated admin support.
- **Real-Time Communication:** Stay updated through a dedicated WhatsApp group for day-to-day communication and quick updates.
- **Monthly Time Reporting:** Get a monthly report to see exactly how your package hours are being used.



Not sure what package suits you need?



Let's chat. We'll figure out your biggest pain points, where you want to go, and how we can help. Once we know what you need, we'll send a simple contract and get cracking on making your life easier.

“We can't wait to help you ditch the admin chaos and focus on what you do best!”

Contact Us



www.tradebos.co.uk



[@tradebosuk](https://www.instagram.com/tradebosuk)



olivia@tradebos.co.uk



07477 116079