



Merry Christmas!

Here at Prioryfield House time is racing by as we sort out and 'put to bed' for 2017 the many businesses that rely on us through the year.

It has been a busy year with full offices and the ever varied and off the wall requests that keep us on our toes and makes the business centre endlessly interesting! Thank you!

Now, even as the year comes to an end we are planning the very best start to 2018 by making sure everyone has the cover they need from us over the holiday period.

During the gap between Christmas and New Year either Susie or myself will be in between 10am-11am to field the post, emails etc to take and action any messages for your business – we won't leave you adrift!

I know we have already sent these but just in case ...

Our Christmas/New Year dates are:

22nd – 26th December – CLOSED

OPEN 27th-29th December between 10am-11am

30th December– 1st January CLOSED

RE-OPENING on 2nd January 2018

Thank you so much for all your support and friendship over the year – it's a great pleasure to continue to be your PA, secretary, receptionist, banking clerk, PR, Administrator and general assistant etc etc and we hope that 2018 will give us even more to do- freeing your time to do the things that you are good at – running your business!

Louise, Susie and the Team

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We can help with

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New business start-ups
Mailbox and answering
Filing
Travel arrangements
Correspondence
Sales calls
Polite and firm debt
management
Diary keeping
Mail handling
Banking
Translation services
IT handling
Mailshots
Research
Proof reading

**Everything you might
require of a top notch
PA – tailored to your
needs.**

Newsletter 2 -Christmas 2017

2018 SPECIALOFFER!



A bottle of
Champagne if you introduce a new
client for a Mailbox & answering
Service